



MEETING TITLE:
HIGHLAND CHILD PROTECTION COMMITTEE MEETING via MICROSOFT TEAMS

DATE:
23rd November, 2023

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 – Margaret McIntyre (Head of Service), Mairi Morrison (Strategic Lead Child Protection), Gillian Buchanan (Childrens Services Manager) Pol McClelland (Strategic Youth Lead Justice)
Highland Council Health – Nancy Healy (Lead Nurse – Child Protection)
Highland Council Education – Yvonne Ross (Child Protection Officer)
Highland Council Performance and Improvement – Sadie Kevill (Performance & Improvement Childcare Manager)
Highland Council Housing
Highland Councillor Representative
The Promise Programme Manager – Carrie McLaughlan
Police Scotland – DCI Calum Smith, DI Michael Cosh
Scottish Prison Service
NHS Highland – Louise Bussell (Board Nurse), Isla Barton (Director of Midwifery),
Highlife Highland James Martin (Director Corporate Services)
Third Sector – Gaener Rodger (Chief Executive, Inspiring Young Voices)
SCRA
Children’s Hearings Scotland
Care Inspectorate – Tim Ward

NO.	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/DECISIONS	RESPONSIBLE
1	Welcome & Apologies	Chair welcomed all to the meeting particularly new members: Gaener Rodger, Gillian Buchanan, Michael Cosh and Tim Ward. Thanks and farewell to Katrina Beaton who has been part of the CPC for a number of years, happy retirement.		Mhairi Grant
2	Minute of Previous Meeting (attached)	No issues arising from the 11/05/2023 minute. Items 9 & 11 are on this agenda.		Mhairi Grant
3.	ICR/SCR/LR Updates – in Camera	In camera		
4.	Quality Assurance Updates (papers attached)	<p>Donna talked committee through the attached papers explaining that the Inspection Improvement Plan sits under the ICSB but under the remit of the CPC. Sadie will take on the overview with data forwarded by Donna and it will then come back to CPC for review and approval.</p> <p>Slides shared with committee to bring members up to date with the current situation, there has been minor slippage but nothing to cause concern and everything is progressing.</p> <p>Significant improvement in or QA work notably around the IRD audit (including the joining up of CARM and IRDs), the voices of children and families and data.</p> <p>Key Priorities are:</p> <ul style="list-style-type: none"> -Roll out training/awareness raising in relation to GIRFEC and CP Procedures. -Development of Pre-birth/ Early Years and Primary Years sub-groups (have established the key personnel needed around the table for these).. -Multi-Agency Case File Audit <p>Actively looking for 3rd Sector representatives to sit on the CPC and sub-groups.</p> <p>Nancy Healy is heading up the Vulnerable Pregnancy Pathway review/ Margaret McIntyre commented on the commitment and ambition in Highland evident from Donna's overview.</p> <p>Donna reassured committee that the papers have gone to QA.</p> <p>Mark Morrison, Business Intelligence Officer has moved on but he has now been replaced by Jonathon Denovan who is currently getting to grips with the new dataset and will have a full report at the next meeting.</p> <p>Minimum dataset 2 has been introduced and has moved emphasis from categories of registration towards Risk & Vulnerability factors. The QA sub-group needs to look at how this is recorded eg one of the new</p>		Donna Munro

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		<p>indicators is underage sex. We can't think of a reason for it to place a young person on the CPR because we don't want to label children/young people unnecessarily but this will be monitored. There has been a general increase in CPR in recent months and this is being monitored.</p> <p>Donna has been asked to join Dumfries and Galloway, Argyll and Bute and the Scottish borders to produce data for rural areas. Also to join with Perth & Kinross to do comparative data around increases in child concerns but decreases in registrations.</p> <p>Highland have historically has registered larger numbers of SCRA referrals. Have looked at this, going through the data, with SCRA assuring the working group that none were outside designated criteria (and if they were to be they would be referred back) and there are no inappropriate referrals being made. The numbers have also decreased year on year.</p> <p>Police raise most referrals but they are submitted using the criteria.</p> <p>Small working group looked at increased SCRA referrals in previous quarter - these relate to a very small group of young people with a high number of referrals.</p> <p>Parental care is also a risk factor across all age groups - the group concluded that this is likely to be related to the cost of living crisis. This is increasing in the 5 to 12 year old age range where traditionally it has rested mainly with the under 5s.</p> <p>Because of the low numbers in Highland, figures are easily skewed.</p> <p>IRD Audit findings – monthly multi-agency team looking at 10 per month.</p> <p>Multi-Agency Practice Evaluation.</p> <p>Donna and Nancy piloted a new process (sits just below LRs) and is for practitioners who may feel a bit stuck or had a particularly successful result and want to share their experiences.</p> <p>Feedback from on the ground practitioners was very relaxed and reflective and they had now issue with sharing and talking.</p> <p>Nancy noted it was refreshing to have such positive and reflective feedback and staff open to ideas. Looking forward to the future roll-out.</p>	<p>No Objections Raised</p>	

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		<p>Would like to progress this and produce criteria to look at the process to bring in partners and help facilitate. Create a safe space for people and try to avoid escalation of issues. Is committee happy to approve this?</p> <p>CPC need to improve the feedback loop. How we get out of practitioners what the learning is. Mairi noted that people really did learn from it and if it became a routine event practitioners would pass on the learning, a natural way for staff to pick up good practice. Louise – very supportive and how do we get a shared, learning culture not only in our workforce but also our leaders. Margaret – huge theme emerging here is the enthusiasm to bring everything together.</p> <p>Tim Ward left the meeting at 1215</p>	<p>Committee in full support</p>	
<p>5.</p>	<p>Child Protection Procedures Update</p>	<p>Scottish Government (SG) reviewed the 2021 procedures in 2023 and this had led to a delay in finalising Highland procedures. Our guidance is now finished (not to say there won't be tweaks or minor updates going forward). As they are now we have combined GIRFEC and Child Protection, they include: Information Sharing, the Child at the Centre, Practice Guidance and Roles & Responsibilities. How do we get the procedures out into the work space and is anything missing at a more local level? In addition SG also released a self-evaluation exercise around these procedures – some north consortium areas have completed them some haven't. This will all be discussed at next week's QA group, we will be looking at the guidance and the self-evaluation exercise for them to agree before issuing the draft next Friday for consultation. Timeframe is: January – March 2024 preparation for release March – June 2024 visit 6 areas to host multi-agency events and establish how the procedures are working on the ground. Sign off is needed next week at the QA meeting.</p> <p>After the QA meeting Donna will send out to committee members: Inspection Implementation Plan New Child Protection Procedures (draft)</p>	<p>Send documents to CPC members</p>	<p>Donna Munro</p> <p>Donna Munro</p>

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6.	Scottish Child Interview Model (SCIM) (verbal update)	<p>A significant year of planning and the model supported by the COSLA team SCIM went live this September with 3 x police officers and 3 x social workers active. Interviews have started with training for further staff planned for July.</p> <p>Constant checks with the national network and feedback is promising although in Highland we do face the geographical challenges.</p> <p>First data should come through in January 2024.</p> <p>Without the help of the police the project would not have progressed as smoothly.</p> <p>Calum noted that it is a national program and will be harder to deliver across the geographical Highland area. He has made this known and it will be interesting to see what help is offered when this becomes an issue.</p>		Margaret McIntyre & Calum Smith
7.	Bairn's Hoose Development (verbal update)	<p>Mhairi gave a brief update on the development. Although we were unsuccessful in our pathfinder bid but have been chosen as an affiliate. Calum and Mhairi agreed that this is the better option. Western Isles are a pathfinder and Calum sits on this board so will be able to keep us updated.</p> <p>There is money available for funding which we can apply for, Donna to work on the finance and Mhairi raised it with the COG so that it is at a higher level. It has been agreed it needs to proceed as a fully worked up project and need a team and board.</p> <p>Meeting hopefully in December to discuss how this will progress next year.</p> <p>Donna advised that the funding released in February will be more suited to our needs as it feeds into 2025 and just ask for a little from the January pot to set up the stake holder engagement sessions.</p> <p>Dalneigh is on hold for now until we see what is available out there and suitable for purpose.</p> <p>Progressing but stepped back to really establish our vision and aims and include the voices of families and children.</p> <p>Margaret – COG is critical. Senior leadership is essential if we are to achieve the vision (police, health, social work and therapeutics). Can't proceed without it.</p> <p>Mhairi and Fiona Duncan highlighted this to COG</p> <p>Chief Officers are supportive of the CPC progress in relation to Bairns' Hoose.</p>	Meeting with COG	Mhairi Grant Mhairi Grant & Fiona Duncan

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8.	Learning & Development Officer Update (papers attached)	<p>Fiona talked committee through the papers with brief updates on how the L & D strategy was developed. It was agreed by the L & D sub-committee and is presented for committee approval. Outlines CPC responsibilities and follows the national framework. It is important that the CPC strategy sits alongside other national frameworks. Staff who deliver training are doing so alongside other duties. Managers play a key role in supporting the workforce and there is a staff and manager quick guide on the CPC website. There is a centralised system now with the L & D officer in place. Need to protect and maintain quality of our program. For the strategy to success we need support from all the agencies, with specialist input when required.</p> <p>Carrie – there is nothing to say that CARM is part of the training which should be a specific on the back of the Inspection. CARM is highlighted via L & D sub-group and ongoing work to do with this.</p> <p>Fiona now sits on the national L & D group and will chair the e-learning sub-group.</p> <p>Margaret, thank you for bringing together a clear structure, we do need to see a concrete training plan and one for delivery alongside it. Margaret and Gillian mapping out a professional training need and to have other training plans sitting alongside that would be welcome. Gillian – need to look at a professional registration but would be helpful to have a multi-agency and individual agency plan mapped out. Fiona advised that Health do have a framework (Nancy) same for HLH (James) and they are a significant aid to staff. Mhairi – pleased with the ideas and actions noted here and happy to commend the strategy and move it forward.</p>	<p>Update Community Planning Sub-Group diagram</p> <p>Gillian and Fiona to meet</p>	<p>Fiona Mackintosh</p> <p>Sadie Kevill</p> <p>Gillian Buchanan and Fiona Mackintosh</p>
9.	Safe & Together Update (verbal update)	<p>Final S & T course of 2023 completed on 22/11/2023. Over the year 200 front line staff have been trained and 150 have attended the OVERVIEW training. Mike is nearing the end of his Training the Trainer training which means from 2024 we will be able to deliver our own training across Highland (including face to face). Hope to offer a number of short bespoke sessions and meetings are already set for next year to facilitate these.</p>		Mike Mawby

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		<p>Also plan to bring Adult Services and Mental Health Servies into the training.</p> <p>Commitment from the steering group for an evaluation programme designed with Inspiring Scotland and the S & T Institute, a little behind but meeting tomorrow with Mairi Morrison and Gillie Buchanan to get back on track.</p> <p>Visit from the Domestic Abuse Commissioners Office (England) who were impressed with our levels of inter-agency co-operation in Highland, both at the practice and strategic level and very impressed at the awareness how the safeguarding of children sits within our strategy. Thanks to all who attending these meetings.</p>		
10.	The Promise – Language Sub-group (verbal update)	<p>Update on language work. Small working group set up to ensure the language is easily understood and Fiona Mackintosh has helped develop a guide, putting it into a Visual Framework – a Micro Bite. Accessible on the Train Easy platform too.</p> <p>Keen to offer a masterclass early next year. It will be multi-agency training to provide basis for trauma informed language and would ask partners to promote it going forward to ensure we offer the right training (and recording) to the right staff as requirements will vary between roles. Working with other agencies (including Each & Every Child).</p> <p>Would ask for commitment to this masterclass project. Are CPC happy to facilitate the buy-in</p> <p>At the Promise cafes – lots of people asking where to get information and training so keen to produce a partnership guide rather than just under the HC L & D umbrella. A short term working group would be a good place to start in raising awareness and understanding.</p>	CPC Approved	Carrie McLaughlin
11.	North Consortium – Highland Update (paper attached)	Paper attached for all to see, no further update.		Mhairi Grant
12.	AOCB	<p>Pol - from the Youth Justice perspective all will be aware of recent knife incidents and Pol had discussions with Margaret McIntyre around the intel and trying to get a better understanding of what we are facing in Highland and linking with the police.</p> <p>Collaborating with Strathclyde (CYCJ) but don't want this to grow.</p> <p>Mhairi noted this is a growing concern and fits in with the Exploitation remit. Mhairi having a meeting in January with the COG which will be led by the CPC. Having been told in the past there is no funding this is</p>		Poi McLelland

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		<p>now a heightened issue. Pol will hopefully have some more information before January and Mhairi sure that Police Scotland will be involved.</p> <p>Donna – Two meetings yesterday about the about including Barnardo's RISE who have a whole wealth of intelligence around this but concerned how they can share the data and with whom – suggested they meet with Craig Thomson to see how it fits within our information sharing agreement. Police are restricted on what they can share so we need to find a way of sharing this intelligence. Donna and Pol to meet off table</p> <p>Craig has brought this to committee on a number of occasions but Michael – any thoughts?</p> <p>Michael – County Lines is spreading and sharing intelligence is difficult but would like to be involved in meeting to help find a way forward.</p>	<p>Donna, Pol and Mike to meet</p>	<p>Donna Munro</p> <p>Donna Munro, Pol McLelland and Michael Cosh</p>
13.	Date of Next Meeting - TBC	<p>To be advised</p> <p>Meeting closed at 13:14</p> <p>Chair: mhairi.grant@highland.gov.uk Lead Officer: donna.munro@highland.gov.uk</p>		

**Highland Council/NHS Highland
Joint Monitoring Committee**

Minutes of the Meeting of the Highland Council/NHS Highland Joint Monitoring Committee held in the Council Chamber, Glenurquhart Road, Inverness, on Friday, 15 December 2023 at 10.30am.

Present:

Highland Council

Mr David Fraser (Chair)
Mr Raymond Bremner
Mr Derek Brown
Mr Ron Gunn
Ms Fiona Duncan
Mr Ian Kyle
Mr Derek Louden
Ms Fiona Malcolm
Mr Brian Porter

NHS Highland

Ms Sarah Compton-Bishop (Vice Chair) (remote)
Mr Alex Anderson (remote)
Ms Jo McBain (sub for Louise Bussell) (remote)
Ms Ann Clark (remote)
Ms Heledd Cooper (remote)
Ms Pamela Cremin
Ms Pamela Dudek (remote)
Mr Gerry O'Brien (remote)

Staff Representatives

Ms Elspeth Caithness (NHS Highland) (remote)

Third Sector, Carer and Service User Representatives

Mr Christopher Allan (Scottish Care Highland Branch Chair – Care Homes) (remote)
Ms Roisin Connolly, (Connecting Carers) (remote)
Mr Campbell Mair (Scottish Care - Care at Home) (remote)
Mr Ian McNamara (Highland Senior Citizen's Network) (remote)
Ms Gaener Rodger (Inspiring Young Voices) (remote, Items 1 and 2 only)
Ms Mhairi Wylie (Highland Third Sector Interface) (remote)

Officers Present

Mr D Park, Deputy Chief Executive, NHS Highland
Mr S Steer, Director of Adult Social Care, NHS Highland
Ms R Boydell, Head of Integration, Strategy and Transformation, NHS Highland
Ms E Ward, Deputy Director of Finance, NHS Highland (remote)
Mrs L Dunn, Joint Democratic Services Manager, Highland Council
Ms F MacBain, Senior Committee Officer, Highland Council

Mr D Fraser in the Chair

**1. Calling of the Roll and Apologies for Absence
Gairm a' Chlàir agus Leisgeulan**

Apologies were intimated on behalf of Dr T Allison, Mr A Christie (substituted by Mr R Gunn), Mr John Gibson (Unison), and Ms L Bussell.

**2. Declarations of Interest/Transparency Statement
Foillseachaidhean Com-pàirt/Aithris Fhollaiseachd**

Ms G Rodger declared an interest as a Non-Executive Director of NHS Highland and left the meeting.

3. Minutes Geàrr-chunntas

There had been circulated and **APPROVED** Minutes of the Meeting of the Joint Monitoring Committee held on 27 September 2023.

4. Integrated Children's Services Update Report Aithisg Ùrachaidh Sheirbheisean Chloinne Amalaichte

There had been circulated Report No JMC/22/23 by the Chair of the Integrated Children's Services Planning Board.

During discussion, the following issues were raised:

- while there was a legal requirement to report annually on the performance framework, it was suggested reporting be undertaken more frequently, with suggestions including every second meeting or quarterly. The importance of monitoring outcomes was highlighted;
- information was sought on a timeline for the Neurodevelopmental Specification review, and this was to be considered at a workshop for key stakeholders the following week;
- with regard to the Scottish Child Interview Model, and a query on whether the children or staff were required to travel to the interviews, these details were still being finalised and would be reported back;
- in relation to the Whole Family Wellbeing Programme, the recruitment of a programme manager and six locality co-ordinators was welcomed;
- with reference to the Council's inability to continue funding some Carer programmes, it was queried whether this funding might be available directly from the Scottish Government for local third sector groups. Attention was drawn to the report on carers that was presented to the most recent Health, Social Care and Wellbeing Committee and to ongoing work with NHS Highland on funding issues;
- information was sought and provided on benchmarking for the performance management framework;
- the purpose and format of the report for this and for item 5 were queried, with particular reference to the overall strategic performance and the need to investigate challenges and barriers. It was important that substantive, data-based information was presented timeously to the Committee to provide proper assurance. A workshop on the assurance reports was planned and the matter would be further considered outwith the meeting; and
- it was further suggested the reports should contain more of a focus on understanding the impact the population was having on adult and children's services, as reflected in the integration process.

Thereafter, the Committee:

- i. **NOTED** the work undertaken by the Children's Services Planning Partnership in delivering the Highland Integrated Children's Services Plan 2023 – 2026;
- ii. **NOTED** the work of the delivery groups; and
- iii. **AGREED** to report regularly to the Committee on the performance management framework.

5. Adult Social Care Assurance Report **Aithisg Barantais Cùram Sòisealta Inbheach**

There had been circulated Report No JMC/23/23 by the Chief Officer, Highland Health and Social Care Partnership.

During discussion, the following issues were raised:

- the report lacked reference to unpaid carers, and the level of unmet caring needs was putting pressure on services and staff, with Connecting Carers having received around 300 referrals over the previous three months. The challenges facing unpaid carers, an estimated 55% of whom suffered from their own long-term health conditions, were highlighted and their statutory right to refuse to provide care was summarised. It was vital that due regard was paid to the physical and mental wellbeing of unpaid carers, and attention was specifically drawn to the need to support young carers. These issues would be addressed in the Joint Strategic Plan. Resources were required to support unpaid carers, particularly in relation to prevention, rather than reacting;
- consideration was given to the relationship between delayed discharges and care provision in the community, both at home and in care homes. It was clarified that hospital discharges were not automatically prioritised. The issue of risk was highlighted and, while risk could not be eliminated, it could be moved around the system. Risks and mitigating actions in this area would be covered in the report in future;
- the Highland Health and Social Care Committee (HHSCC) was due to consider an annual report on the carers strategy, which would provide the opportunity to consider in more detail the issues raised, particularly in relation to unpaid carers. The performance framework would also be considered by the HHSCC;
- information was sought on how the impact of the Self-Directed Support strategy would be evaluated, and whether payments rates for Adult and Children's services were being considered strategically;
- there was a need to reflect lived experience data, including locality issues, in reports to the Committee, as well as to consider what to do with data gathered, how to use it to prioritise services, and to monitor the outcomes from actions. It would be helpful if reported data on, for example, recruitment or funding pressures, was backed up with appropriate narrative;
- with reference to the increase in uptake of option 1 for self-directed support, it was queried how this could be monitored to know if outcomes were positive, given the, at times, less formal regulation of activities;
- the reporting of cost versus outturn when broken down into hourly rates was queried, and suggested that financial activity should be co-related with the out-turn figures to facilitate scrutiny. It was clarified that this issue was also relevant to Item 6 on the agenda and, due to the complexity of the issues, it would be further considered outwith the meeting with the NHS Highland Director of Finance;
- attention was drawn to the different formats of the two performance reports (Items 4 and 5), and it was proposed a house style be adopted, to include change programme actions; and
- a workshop would be scheduled in early 2024 to consider many of the issues raised.

Thereafter, the Committee:

- i. **NOTED** the agreed performance framework; and
- ii. in terms of assurance, **NOTED** the contents of the report and the attached Appendix, taking into account the continued and sustained stressors facing both NHS Highland and commissioned care services.

6. Highland Health & Social Care Partnership Finance Reports
Aithisgean Ionmhais Com-pàirteachas Slàinte & Cùraim Shòisealta na Gàidhealtachd

a. Highland Health & Social Care Partnership Finance Report
Aithisg Ionmhais Com-pàirteachas Slàinte & Cùraim Shòisealta na Gàidhealtachd

There had been circulated Report No JMC/24/23 by the Director of Finance, NHS Highland.

During discussion, the following issues were raised:

- in response to the financial query raised during discussion of Item 5, it was explained that the care at home budget was historically based, was not based on a cost per activity, and required to be rebased. Further detail was provided on the expected position for 2024-25, and could be considered further outwith the meeting, including the forecast budget gap. It would be preferable to move in the direction of commissioning on inputs rather than outputs;
- the honesty, rigor and transparency in the report were welcomed, as was the discussion about the need to amend the spend profile with a change programme approach;
- attention was drawn to the challenges facing all public sector organisations, and it was queried whether resources were being appropriately directed to achieve the required outcomes. Attention was also drawn to issues around the national care service, the Highland lead agency model, and the particular challenges facing Highland due to the remote and rural issues;
- in addition to years of funding challenges, NHS Highland now faced considerable recruitment challenges; and
- attention was drawn to the forecast outturn for the support services management budget, and it was suggested that this be reported on a monthly rather than annual basis in 2024-25.

The Committee **NOTED** the financial position at the end of Month 6 2023/2024.

b. Highland Council Finance Report
Aithisg Ionmhais Chomhairle na Gàidhealtachd

There had been circulated Report No JMC/25/23 by the Head of Corporate Finance, Highland Council.

During discussion, the following issues were raised:

- it was clarified that the Council's ability to provide funding depended on Scottish Government funding decisions that were not yet known. The good working relationship with NHS Highland would be maintained, and assurance was provided that it was intended the vast majority of amber ragged savings would be delivered; and
- there was an aim to bring an end to unallocated savings measures.

The Committee **NOTED** the:

- i. report and financial forecast for Quarter 2 of 2023/24;
- ii. update provided regarding savings delivery for Integrated Children's Services; and
- iii. update provided regarding the outlook for 2024/25 and beyond.

7. Whole Family Wellbeing Approach Update Cunntas às Ùr mu Shoirbheis an Teaghlaich Iomlain

There had been circulated Report No JMC/26/23 by the Executive Chief Officer, Health and Social Care.

During discussion, the following issues were raised:

- while the approach was appropriate, and the team were doing well, it was felt progress had been slow, it being towards the end of the second of two years of the programme. It was queried what could be done to ensure services were delivered for maximum impact;
- the importance of underpinning, but not duplicating, other work was emphasised, and it was queried how lessons learned could be taken forward, especially if further funding was not forthcoming;
- the challenges faced at the start of the programme were highlighted, including recruitment issues, though in time this had turned around, with 27 applicants for six posts. A future challenge was to ensure the approach was sustainable; and
- information was sought and provided on the inclusion of respite care, and discussion with families, as part of the programme.

The Committee **NOTED** the:

- i. content of the report and the decision taken by the Community Planning Partnership Board to agree that the additional resource provided through the Whole Family Wellbeing Fund be utilised to drive forward the proposed programme as previously agreed by the Community Planning Partnership Board;
- ii. decision taken by the Community Planning Partnership Board to identify and fund a Programme Manager post to plan and implement the Whole Family Wellbeing Programme across Highland; and
- iii. decision taken by the Community Planning Partnership Board to establish a Programme delivery team and plan, to develop this partnership approach, using the [Scottish Government's Route-map and National Principles of Holistic Whole Family Support](#), that would report on progress to the Integrated Children's Service Board and ultimately to the Community Planning Partnership Board.

8. Strategic Plan – Update Post Consultation and Future Steps Implementation Plan

Plana Ro-innleachdail – Cunntas Às Dèidh Co-chomhairleachaidh agus Na h-Ath Cheumannan

There had been circulated Report No JMC/27/23 by the Highland Council Executive Chief Officer – Health and Social Care and NHS Highland Chief Officer.

During discussion, the following issues were raised;

- the Strategic Planning Group were thanked for their work;
- information was sought and provided on the implementation strategy;
- with reference to the changes required to keep people in their communities and living well, some investment might be required. Noting the significant pressures, difficult choices and focused resources would be essential, and a workshop to discuss these was suggested. Cultural change and realistic dialogue with communities to manage expectations were vital, and the capacity to support the required locality discussions was queried;
- a ‘you said, we did’ type of document might be useful to publish alongside the Plan to demonstrate the effectiveness of engagement with communities;
- attention was drawn to the possible role of the community planning partnerships in engaging with communities on implementing the Plan, with partners able to take the lead on certain aspects and avoid duplication of effort; and
- the engagement undertaken with campaign groups as well as with the general public was welcomed.

The Committee:

- i. **NOTED** and **APPROVED** the Strategic Plan for the Partnership in the terms appended to the report at Appendix 1; and
- ii. **AGREED** that the Adult Strategic Plan be published as representing the Strategic Plan for Health and Social Care Services for Adults for 2024 – 2027.

9. Risk Register Update Cunntas às Ùr mun Chlàr Chunnairt

There had been circulated Report No JMC/28/23 by the Highland Council Executive Chief Officer – Health and Social Care and NHS Highland Chief Officer.

During discussion, the following issues were raised:

- attention was drawn to various amendments, including reference to ‘all’ rather than ‘both’ partners, reference SVQ2, rather than SVQ3 under workforce competency, and the inclusion of care at home under care home viability. An updated Risk Register would be circulated after the meeting;
- updated information on the achievement of workforce SVQ requirements was sought and would be circulated after the meeting. Plans were in place to ensure the requirement was met, however the risk of older, more experienced staff leaving the workforce as a result of the requirement to gain an SVQ

qualification was significant. It was vital to encourage younger people into the sector; and

- the joint Risk Register was welcomed and could help with long term horizon scanning to input into planning for financial stability and working towards net zero. Further discussion on this outwith the meeting was suggested;

The Committee:

- i. **NOTED** the report; and
- ii. **APPROVED** the draft Risk Register as appended to the report as Appendix 1.

The meeting ended at 1pm.



Highland VAW Partnership Meeting

8 November 2023

10am to 12 Noon (MS TEAMS)

MINUTES

PRESENT: Peter Mackenzie - **Chair**
 Cathy Steer, Health Improvement, NHSH - **Depute Chair**
 Andrew Garroway, Highland Drug and Alcohol Partnership
 Catherine Russell, VAWP Team
 Lisa Buchanan, Inverness Women’s Aid
 Lorraine Revitt, Lochaber Womens Aid
 Maureen Peden, Ross-shire Women’s Aid
 Margaret McIntrye, The Highland Council
 Myra Ross, HVAWP Team
 Nicola Callander, APEX
 Isla Barton, Midwifery, NHSH
 Mhairi MacDonald, Shores Forensic Facilities, NHSH
 Iain Logan, COPFS
 DI Peter Dingwall, Police Scotland

APOLOGIES: Debbie Stewart, Highland Drug and Alcohol Partnership
 Elaine Lyall, VAWP Team
 Emma Fraser, CASWA
 Karen Peteranna, VAWP Team
 Molly Gilbert, Adult Protection
 Romy Rehfeld, RASASH
 Maria Cano, CJSW, The Highland Council
 Mike Mawby, Safe & Together, The Highland Council
 James Martin, Highlife Highland
 Iver Forsyth, Housing, Highland Council

		ACTIONS
1	Welcome and Apologies	
	Presentation on HLH from James Martin, Head of Corporate services - was postponed to a future meeting.	

2	<p>Minutes of previous meeting</p> <p>a) Approved subject to circulated changes b) Review of Action Tracker – see updates attached to minutes</p>	
3	<p>National Strategic Commissioning and Funding Review of VAWG services</p> <p>The following papers had been circulated with the agenda:</p> <p>a) National Paper - Strategic Commissioning and Funding Review of VAWG b) VAW National Network Response c) Shetland Response</p> <p>CR explained to the meeting that it had been proposed at the Service Development Meeting to hold urgent discussions around these papers to discuss the concerns raised by the Shetland response which could affect significantly the VAWG services within the third sector organisations in Highland. Third sector Managers (IWA/LWA/RASASH) were the initial attendees although it was emphasised future meetings were obviously open to others to attend.</p> <p>LR/LB presented the main concerns our Highland meeting had raised:</p> <p>All agreed that the 54 recommendations were going to take time, perhaps several years, to achieve and the Government/COSLA is due to respond to the report, with timescales during December 2023. On the whole the report was well received and it was felt it was a good report with lots of potential positives. Some of the main concerns from the initial meetings are listed as:</p> <p>Legal right to services legislation Had potential gaps, particularly in recognition of the rights for minority and ethnic women and women with disabilities. If VAWP’s are to go onto a statutory basis then the legislative requirement to underpin this will not be a quick process.</p> <p>Minimum Core Services provision by the LA – Information is needed on what this would be and how it will be financed and service accessibility parameters.</p> <p>Funding It is recommended 10% of the annual cost of VAWG is used for VAWG services, but this is unknown and the funding distribution process needs clarification. Will non statutory services be affected in that they</p>	

<p>are currently eligible to apply for funding statutory services are not able to?</p> <p>RASASH in particular has no current LA funding and is solely reliant on other funding streams currently accessible. Who is responsible for funding for Highlands locally needs clarification. Current DES funding ends March 2025; this also coincides with Scottish Parliamentary elections so consideration of funding after 2025 needs early discussions.</p> <p>Staffing – Payscale issues as different organisations have different structures and legal autonomy.</p> <p>Single Sex Approach to services – needs clarification as across Highlands there are different service structures.</p> <p>CEDAR Model – recommended in the report but back in 2014 Highlands had been unable to adopt this due to unresolvable issues around our geography, infrastructure, rurality etc.</p> <p>Regular HVAWP Agenda item moving forwards – The group felt this was very important to ensure locally we keep a focus on what will probably see major changes for a whole range of VAWG issues in Highlands. Locally they recommended the same approach as the national way forward, of a working group to seek clarification of issues, how this will affect Highlands, feeding into the National discussions and regular report to VAWP and COG.</p> <p>LR/LB asked for the following:</p> <ul style="list-style-type: none"> • Could the forthcoming HVAWP Development Day on 17 November include time to discuss this item further? The group is hoping to table a more in-depth paper at that time – <i>Approved</i> • Could the future meetings have the National Strategic Review of VAWG as a regular item – <i>Approved</i> • Note that the WA/RASASH organisations will continue to meet regularly. CR will also join these meetings to provide information and feedback to HVAWP. Others are welcome to go along – let LR/LB know if you want to attend - <i>noted</i> • CR to add to HVAWP risk register as a potential unknown risk – <i>approved</i> • Information to be circulated around the partnership via EL the VAWP administrator – <i>approved</i>. <p>Further suggestions to be considered:</p>	<p>CR</p> <p>CR</p> <p>CR</p> <p>EL/CR</p> <p>VAWP Team</p>
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	<p>Additional resources to support VAWP team/subgroup work to cope with the recognised large amount of additional work required to implement and input Highland needs into the national implementation design and process – to put on underspend discussions for February.</p> <p>It was agreed today was a starting point for HVAWP response to the National VAWG Strategic review report and pending the response expected from the Scottish Government/COSLA. It was recognised that the VAWP would be a key strategic driver for Highlands and would benefit from the input of all key partners.</p>	
<p>4</p>	<p>Highland VAWP Priority Action Plan 21-24</p> <p>a) To note update sent with agenda and raise any queries</p> <p>Reflects the subgroup reports and most have been updated. It will be circulated in due course.</p> <p>b) Discuss proposed review of HVAWP Strategic Aims</p> <p>To be discussed further at the HVAWP Development day on 17th November. CS confirmed that the work she had asked Health Intelligence to support HVAWP with will be helpful and CS will bring this to a future meeting.</p>	<p>CS</p>
<p>5</p>	<p>Financial</p> <p>a) Financial expenditure against Income for Quarter 3, 2023.</p> <p>It was noted that the financial papers still needed accountant approval for accuracy.</p> <p>Main points:</p> <ul style="list-style-type: none"> • All funding has now been received • Salaries show a slight underspend against half year budget • The investment plan items on the underspend are progressing well and looks on target so far with a potential C/F of underspend of just £71k at year end, pending other requests being received. • 16 day materials is being funded from the approved £1k budget for 16 days and out of the £4k training budget, if further monies are needed then this will be agreed out of the meetings. It is anticipated that further material purchased will be requested for all partners to use going forward. 	

<ul style="list-style-type: none"> • It was confirmed no Safe & Together monies are shown on this financial expenditure. That was a joint application by HVAWP/CPC and is held separately by the Highland Council. • It was agreed that the skills of the partners could be used to put more applications forward for funding for bigger projects outside of our current funding capacity. • It was regularly confirmed that any underspend is normally carried forward by NHSH finance as it is funding from partners and outside of NHSH remit to influence. • It was agreed CR would ask the accountant for a considered reserves amount to include as part of the Investment Plan. <p>b) Update tabled for Hospital GBV Role for consideration for underspend monies in the HVAWP Investment Plan.</p> <p>CS outlined the tabled request for £58,000 for expenditure against the underspend for a GBV post in secondary care services mainly to support the development of pathways between hospital services and community support and the development of routine enquiry for 1 year.</p> <p>Clarification was sought on current HVAWP commitment to this proposal as it had been on the agenda for some time. It was confirmed:</p> <ul style="list-style-type: none"> • March 2020 – Submitted by the then VAWP Training Officer as a f/t post proposal on underspend amounts along with other bids. It was felt more information on all the proposals was needed. • April 2020 – COVID postponed discussions • July 2021 – All underspend proposals discussed. 5 proposals were agreed. The Hospital GBV role not agreed even though it had been changed to a trial period part time position at less money. There were three proposals, including this, totalling £16.5k that were ring-fenced pending more in-depth information. The other two projects have subsequently been removed. • The Hospital GBV role has been outstanding for a while but at £8000 based on the part time admin role as agreed at the July 21 meeting. <p>The circulated report was compiled with the assistance of MM, IB and colleagues in A&E. It was felt that the idea of the post was good and the potential need for the post was supported by reference to a national report. However, this was a large part of any underspend projected as remaining at the year end and other proposals against the underspend had been mentioned for a while and were coming up in the circulated Subgroup reports.</p>	<p>CR</p>
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	<p>It was therefore agreed that this proposal be re-tabled in February when all potential applications against the anticipated year end underspend would be considered. CS will give further consideration as to alternatives for the post, ie to perhaps reduce the hours, assess banding level requirements etc, to fit a more moderate financial proposal request. CR to speak with the accountant to get a projection underspend amount for this meeting. A proforma for applications on the underspend to be developed and circulated to allow for a consistent approach to applications (based on the previous ones by the WA groups) which would provide focus on small projects and opportunities for in-depth information on larger costing projects.</p>	<p>CR</p> <p>CR</p>
<p>6</p>	<p>Communications & Media</p> <p>a) <u>HVAWP Social Media and Website Project Update</u> Premier Digital has begun work on the social media platforms for things have been delayed waiting for the NESH finance to approve the contractor as required through their systems. It is hoped once these are up and running that work on the website will begin which will reflect the design of the social media platforms which everyone has been able to view.</p> <p>b) <u>HVAWP Communications/Media Policy Update</u> MR is compiling a draft policy which has been delayed due to work loads, especially around preparation for the 16 days.</p>	<p>MR</p>
<p>7</p>	<p>Sub Group Updates</p> <p>To note updates which should have been read before the meeting, Chair/Chairs to raise any matters requiring HVAWP input and answer any matters arising. (5 mins per report):</p> <ul style="list-style-type: none"> • S&T Joint Project with CPC Mike Mawby had previously circulated comprehensive reports. There were no questions apart from could he explain the low percentage on the manager/supervisor courses. At the moment the percentage is low but is that a low number of managers available in Highland SW who should be attending or is it low because there are such a large number of spaces available on each course. Could MM update for the next meeting. • Addressing Perpetrators Subgroup This meeting had not been able to take place due to a variety of reasons. However, a previous meeting of PM, PD and CR had 	<p>MM</p>

	<p>taken place looking at the current priorities of the group and these had been re-positioned to provide more focus. These will be presented to the next subgroup meeting.</p> <ul style="list-style-type: none"> • Learning, Development & Training Subgroup <ul style="list-style-type: none"> • It was agreed that the proposed mapping exercise as outlined in the report will go ahead in Jan 2024. An open invitation to all partners to attend this meeting or submit their information/data. Key people from Education to be included, MM to help identify these, to help identify gaps and any overlaps. <ul style="list-style-type: none"> ○ The mapping to include substance misuse, mental health, sexual health in education and also Routine Enquiry opportunities, gaps and provisions. This information may well help provide further background for the Hospital GBV role proposal. ○ Involved the expertise of Improvement Services. ○ MR to ask her national links through her training network for any good examples of schools prevention work and feed this into the meeting. ○ LB/CR to work together to organise and report back to HVAWP from the meeting. • The Chair of HVAWP/meeting was asked to note the input of key people in the report in their support of the production of materials for the 16 day group. • HVAWP noted the current budget costs for the 16 days and approved the items and the overall budget. • MARAC Steering Group <ul style="list-style-type: none"> • KP continuing to liaise with a range of organisations at a national level on behalf of HVAWP. • A recent national training event saw 12 out of 18 attendees being from Highland which was an excellent turnout. • The meeting agreed the recent MARAC Chairs training event was very successful and should be repeated in the future and consideration is being given to a MARAC representatives event. • There are key items that are being progressed but very slowly due to capacity issues. • Statistics provided and analysed during the meeting. • HVAWP approved the report to extend the Oasis MARAC database to a Live Input status and this to be actions by the subgroup. • Service Provision Subgroup <ul style="list-style-type: none"> • MW from the HTSI joined the meeting and provided some really helpful input • JB from the Whole Family Wellbeing Unit to be invited to the next meeting to look at joined up working. 	<p>MR</p> <p>LB/CR</p>
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8	<p>Draft HPP COG Report from HVAWP</p> <p>PM and CS met to discuss the report to COG and are trying to ensure the report reflects risks and performance but further information is awaited from COG to develop our HVAWP reports to COG further.. PM and CS to write and submit to COG.</p>	PM & CS
9	<p>16 days events and plans – 25 Nov 2023</p> <p>Reclaim the March night on Saturday 25th November is being planned again after the great success last year. Details so far:</p> <ol style="list-style-type: none"> a. Joint working with HLH has enabled us to book the Aquadome Hall from 1630-1830 on 25th for the start of the Reclaim The Night march. Thank you HLH. At the end of the march we are looking into the possibility of booking space at Eden Court – tbc. b. A leaflet on the “Spider in the glass” training theme is being produced by NHS Medical Illustration. A Banner on the same theme is also being produced along with posters and business cards to be used during the 16 days and after. c. Ness Bridge to be lit up for the nights of 25th, 26th and 27th November – application confirmed and thanks sent to all involved at the Highland Council. d. A poem by MR has been written for 16 days which is being shared nationally through all VAWP’s called “Imagine” which is a direct reference to this year’s National theme “Imagine a world without GBV”. A video has been produced in partnership with the NHS to show with the Imagine poem being read out. VAWP partnerships are already asking for advance sighting of this. e. National events will be circulated to everyone along with details of local events so as many people as possible can participate. f. Hannah Lucas Nairn Academy working with HLH on Turning Tables project who plan to make tee shirts for 16 Days - tbc g. An Invitation for VAWP to possibly speak to Edinburgh Council meeting on 2nd November during the 16 days – tbc <p>The HVAWP approved plans to date and thanked the 16 days communications group for all their hard work so far. They also noted the expenditure within budget to date on materials and plans.</p>	
10	<p>Draft Plans for Development Day – 17 November</p> <p>Brief verbal update on plans was provided. A face to face event at Fairways Golf Centre and Restaurant Complex, Inverness which will be facilitated by Improvement Services. The full agenda to be circulate prior to the event.</p>	
11	<p>Any other Competent Business</p>	

	<p>a. Annual Report 2024 – CS has volunteered to lead on pulling together the report for this year, after the success of the annual report for HPPCOG last year. A meeting to be held soon to work out potential designs and content and hopefully a proposal to be approved will be presented at the first HVAWP meeting in the New Year. We still need to agree the target audience and uses of the report which will also be presented and agreed at this first meeting. The statistics will not be populated until after the financial year in March 2024, but narratives will then be gathered. The final draft to be approved at the spring meeting of HVAWP after 1 April 2024.</p> <p>b. Safe Transport Highlands - HVAWP had been approached to assist the Inverness Community Planning Partnership with work on safe travel on public transport in Highlands. This was following concerns raised by members of the community to the CP. Early meetings are being held and an update will be provided to subgroups and HVAWP on what the issues are, what is the data showing, what is the national picture, what the government are currently undertaking to tackle issues. Meetings will be opened up to more members once more information is known. LB to forward CR an email from a recent meeting with Drew Hendry MP concerning local transport safety.</p> <p>c. Lanyards – The meeting considered the purchase of Lanyard for the partners to help identify and advertise HVAWP at events. It was agreed this would be presented at the February quarterly meeting and considered along with other requests against the underspend.</p>	CR
12	<p>Dates of 2024 Meetings:</p> <p>Monday 12 February – 1pm Tuesday 14th May – 1pm Monday 22 July – 1pm Wed 30 October – 10am</p> <p>MS Teams Invitations/details of venue, agenda and papers will be sent out prior to each meeting. Diary dates of meetings will be sent out for acceptance as soon as possible.</p>	