

**West Dunbartonshire Child Protection Committee**  
**15<sup>th</sup> September 2014**  
**Meeting Room 2, Garshake**  
**MINUTE**

**Present:**

Jackie Irvine - Head of Service / Chief Social Work Officer CHCP (Chair)  
Eric Brown - Child Protection Coordinator (Social Work)  
Paula Godfrey- Manager Looked After Services  
Chris Smith – Education Service Manager  
Mark Stewart – Detective Inspector Police  
Yvonne Scott- Detective Superintendent Police  
Douglas Hill- Locality Reporter Manager  
Norman Firth - Manager Justice Services  
Sheila Downie- SCS Service Manager/SLT Manager  
Patricia Montgomery- Inclusion Officer Education  
Jennifer McMahon- Policy Officer Housing  
Annie Ritchie- Manager Fieldwork Services (Social Work)  
Jane Burrows- Nurse team Leader  
Lisa McRae- Policy Assistant

**Apologies:**

Marie Rooney – Integrated Operations Manager Mental Health  
Jackie Hamill – Senior Nurse, Children's Services  
Carol Bews - Child Protection Advisor NHS GGC  
Julie McKenzie - Manager Addictions Services  
Rosie Lawrence- Senior Inspector, Care Inspectorate  
Helen Turley- Head of Housing and Community Safety

		<b>Action</b>
<b>1.</b>	<b>Welcome and Introductions</b> Introductions were made, with Jennifer MacMahon representing Helen Turley and Jane Burrows representing Marie Rooney.	
<b>2.</b>	<b>CPC Web Pages (Presentation)</b> Lisa McRae tabled handouts and Annie spoke to the CPC website pages presentation which Lisa delivered on screen. The web pages are both public and staff facing and links are already set up through CHCP, GIRFEC and Council websites. Lisa was asked to action a link through Education. After discussion it was decided that piloting the pages prior to "go live" is unnecessary as the information has already been trialed out with the internet setting. Instead Lisa will investigate using a survey monkey to obtain user feedback. It was agreed that the balance of information on the web pages allowed individuals to make informed decisions about how best to deal with child protection concerns and that the enhanced visibility could be beneficial in averting some Freedom of Information requests (FOI). The information will be expanded to include reports, agendas, minutes and the 3 year Improvement Plan. Further information under CEOP, gauged towards children and teenagers was suggested and Eric and Pat agreed to word these narratives. <i>Also see comment item 5.</i>	<b>Lisa</b>  <b>Lisa</b>  <b>Eric/Pat</b>  <b>Lisa</b>
<b>3.</b>	<b>Previous Minutes &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>Eric advised that the West of Scotland/Barnardo's practitioner training (CSE) will proceed on 28<sup>th</sup> October. It was agreed that in the absence of a health nominee (recruitment and staffing issues), Scott Barclay will be asked to attend.</li> </ul>	<b>Eric</b>

	<ul style="list-style-type: none"> <li>Paula will provide Jackie with a 1 page paper based on John Russell's report from Blue Triangle, to facilitate her briefing to Chief Officers' Group (COG) in November. This will be brought to the next CPC agenda.</li> <li>Instead of seeking individual service feedback Jackie requested that the group contribute pertinent updates against the agenda items.</li> </ul>	<b>Paula Dawn</b>
<b>4.</b>	<p><b>CPC Improvement Action plan</b></p> <p>Learning from file audits, the Rotherham Report and the Declan Hainey Fatal Accident Inquiry (FAI) has to be included in the action plan. There are multiple areas to be addressed and where issues are not pertinent to West Dunbartonshire (WD), explanation will be required. Jackie will explore dates for a half day session to review the current position and write an update. The working group will comprise Jackie Irvine, Annie Ritchie, Elaine Kelly, Eric Brown, Jackie Hamill and Police, Education and Housing representatives. Finalising to be done includes Risk Assessment &amp; Analysis, GIRFEC and Public Information Audit and the action plan should be signed off by the next committee meeting.</p>	<b>Jackie</b>
<b>5.</b>	<p><b>FAI Report on Declan Hainey</b></p> <p>Jackie provided a written summary of the pertinent issues. In discussion, it was highlighted that records aren't created for unborn children and that better interface needs to be facilitated between Midwives and HVs on transfer to the community. We need to ensure that we can demonstrate being proactive in the assessment process for less high profile cases. In WD there is the complication of multiple places that mothers can deliver. Eric was encouraged by the high standard of assessment as evidenced through CP1s and Jane advised a more robust process was in place through the development of parental capacity assessments. Staffing issues were pertinent in the Brandon Muir enquiry and in WD this concern has been recorded in the Risk Register and raised with Keith Redpath, Director.</p> <p>In summary the full report is a harrowing read and the unseen child protocol is being revised again, in light of the FAI, to reinforce that no-one should make the assumption that "<b>someone</b> is seeing a child". When reading the report, the group was asked to consider any implications and actions for WD.</p> <p>Yvonne suggested that further direction, under a heading of "Community &amp; Neighbours" be added to the CPC website (<i>item2</i>) with reference to the Declan Hainey FAI to be included.</p> <p>The Sherriff restated the 16 recommendations of the SCR and made 4 succinct and helpful ones of her own. In response to these 4 recommendations we can confirm that in WD:</p> <ul style="list-style-type: none"> <li>Staffing in SW and Health is reported at COG and at CPC.</li> <li>Jackie has presented to the 2 Locality Groups attended by GPs and Practice Managers re work being carried by one practice (Oakview) around vulnerable children. Screening will be extended to include parental alcohol and addiction. A decision was taken that a senior will provide information to GP re intensive HPI.</li> <li>Discussion has taken place at NHS Forum about contacting GMC as making any training mandatory for GPs is not in our gift.</li> </ul> <p>Locally we need to assess how GOPR is refreshed, if it is fit for purpose and how the thresholds fit in WD and to make the SNIPS process more explicit and evaluate how well it is understood by other services.</p>	<b>Lisa</b>
<b>6.</b>	<p><b>COG Reporting Framework</b></p> <p>Jackie presented performance management information which although flawed in its calculations, was useful in making staff question recording, the trends highlighted and</p>	

	is indicative of good decisions being made. There was discussion around cumulative concerns and the point at which concern is raised from an original issue. Following the East Renfrewshire inspection, greater focus is required on “step down” planning is required and should be included in the audit process.	
7.	<b>COG Report - Public Protection Multi-agency Staff Development Event – Domestic Abuse</b> Yvonne spoke to this item and confirmed the COG approval to support this event to raise staff awareness of the initiatives and developments and of their roles and responsibilities. Robert Auld is considering Dumbarton football ground as a possible venue and the event will be a useful platform on which to launch Domestic Abuse Guidance .Funding has been approved to provide a discrete credit card size, fold out leaflet which can be easily accessed and should be made widely available. Jackie will investigate Admin support.	Jackie
8.	<b>Multi Agency Case File Audit</b> Annie spoke to the summary report carried out on 5 files to provide evidence of multi agency working to reduce risk and improve outcomes for children. Only Adult Services had been evaluated as “weak” due to lack of proactivity. Examples of good practice were evidenced where there was prior engagement with the service. Results of the audit will be written in to the Improvement Plan and link to Criminal Justice. The launch of “Women Affected by Trauma” (at risk/involved in sexual exploitation) was announced by Norman. Individual assessment of each case sent out to adult services, with copy to Jackie. There was discussion about encouraging feedback from service users by using financial incentives, use of cold calling, the need to revisit this topic and retaining ownership when audits are completed.	Eric/ Annie
9.	<b>Evaluation of Child Protection and Children with Disability</b> Debbie Brownlee, Mark Mulvenna and Carol Bews have been identified to carry this out and a report will be brought back to this group. Due to a lack of further information following these nominations, Jackie will ask Marie Valente about audit tool and timescales.	Jackie
10.	<b>Audit of Child Protection Public Information</b> Scottish Government information sent out in May 2014 to all locations. WDC leaflets need to be updated with new CPC logo and reissued. Nominations for “Mystery Shoppers” in each service will be sought and an audit will be carried out in January 2015. Jackie will respond to Marie Valente to this effect.	Jackie
11.	<b>AOCB</b> <ul style="list-style-type: none"> <li>• Reflective case review- staff will get letter to arrange times to give independent feedback.</li> <li>• Barnado's paper, 15 Lessons from Rotherham (Scottish context) to be circulated.</li> <li>• A&amp;B protocol which was developed on missing children to be obtained and brought to next meeting for update in WD. (Anne McKerchar had been working on this previously).</li> </ul>	Dawn
12.	<b>Papers for Note:</b> The group were asked to note the documents detailed in the agenda.	
13.	<b>DONM:</b> 10 <sup>th</sup> November 2014, 2pm, Committee Room 3, Garshake	