

West Dunbartonshire Child Protection Committee
23rd November 2015
Meeting Room 3, Garshake
MINUTE

Present:

Jackie Irvine - Head of Service / Chief Social Work Officer CHCP (Chair)
Yvonne Scott- Detective Superintendent Police (Vice Chair)
Annie Ritchie- Manager Fieldwork Services (Social Work)
Carron O'Byrne - Manager Looked After Services
Graham Cordner - Detective Chief Inspector PPU, Police Scotland
Sheila Downie - SCS Service Manager/SLT Manager
Douglas Hill - Locality Reporter Manager S.C.R.A.
Patricia Montgomery- Inclusion Officer Education
Noreen McCarthy- Adult Protection Coordinator
Kevin Fellows – Clinical Director WDCHCP
Julie Lusk - Manager Addictions Services
Selina Ross- WDCVS
Jackie Hamill – Senior Nurse, Children's Services
Jean Cameron- Team Leader LAAC
Norman Firth - Manager Justice Services
Karen Marshall –Strategy Officer

Apologies:

Carol Bews - Child Protection Advisor NHSGGC
Helen Turley – Housing WDC

		Action
1.	Welcome and Introductions Introductions were made. Jean Cameron, recently appointed Team Leader for looked after children, was in attendance as part of her induction and was welcomed to the meeting.	
2.	Previous Minutes and Matters Arising Yvonne asked for an amendment to be made in section 9 of the minute for 22 nd October. A revised minute will be circulated. <u>EEI/MARAC/MATAC</u> Following a request from Advocacy, Safety, Support, Information, Services Together (ASSIST) re managing meetings Yvonne will act as chair for the first year for Police. Thereafter management will be explored, however it was agreed that it was naive to envisage that the admin and co-ordinator roles could be combined. Yvonne will observe the process in Inverness by video conference. Fiona McMullen will help to get things up and running and Louise will check if support can be provided by phone or email. In light of the early years' collaborative post being cut in WD, we need to be sure that the impact on numbers is not detrimental. It was suggested that a co-ordinator from social work could be identified to "buddy up". <u>Police Scotland - National Risk & Concern i6 Project</u> This item which had been deferred from 22 nd October was removed from the agenda pending the completion of further development work.	

	<p><u>CPC Development Session</u></p> <p>The expectation is that EEI/MARAC/MATAC is discussed operationally at this group. The links from EEI to Safer Stronger Included (SSI) DIG will be included as part of the information sharing to be rolled out at the development session in 2016. Violence Against Women (VAW) Group feeds in to SSI and Yvonne has picked up this strand. Decision making will be discussed at the DIG Development and Planning Session on 24th November. Action: It was suggested that Yvonne Scott, Annie Ritchie, Jackie Irvine, Gail McClymont and Lesley Cameron meet as a sub group. It was agreed that future minutes from VAW Group will be shared with the CPC.</p> <p>Members were reminded that issues around construct/decision making should be raised to Jackie at CPC meetings. Annie advised that the Alcohol and Drug Partnership (ADP) are in discussions around All4Youth service. Jackie Irvine or Annie Ritchie will ensure that one of them attends the ADP going forward.</p> <p>Action: The programme for a future development session in first quarter of 2016 has still to be firmed up. Membership can be widened to make more people aware of the work of the CPC. Yvonne, Jackie and Carron or Annie will organize the development session with suggested items to be fed in by members.</p> <p>Issues surrounding the IRD process and staff contribution to decision making will be smoothed out by national guidance to be rolled out and by the provision of light weight briefings that can be shared on a person to person basis at team meetings. The escalation process will be written in to briefings. L Division and WD/A&B have effective processes in place. Where one agency suspects a child protection issue, this will be recorded in the Social Work Carefirst record and the IRD process followed in line with GIRFEC.</p> <p>Action: A proposal for the development session will be sent by email in January. Ideas are welcomed as the session can then be tailored to training demands.</p>	<p>Jackie, Annie, Yvonne, Carron</p> <p>All</p>
3.	<p>Training Progress:</p> <p>There was discussion around the challenges of releasing staff for training however child protection should be prioritized.</p> <ul style="list-style-type: none"> • CSE Training will take place in the Clyde Training Suite at Edinbarnet. There will be two 1 day CSE sessions on 19th January and 8th March. CSE Train the trainers (T4T) will be held on 29th February. • Multi-agency Training Sub Group membership is being revisited. The training plan is in place to June and previous plan will be used to capture training needs. Carron will look at the mix for membership and will lead on Multi-agency Training Sub Group and CSE sub group to have an overview of both. (Gerry Campbell Police rep, Maureen Saunders and Noreen McCarthy to be reps. Midweek would facilitate Maureen's attendance). • Managing Capacity. Moira McKinnon has delivered CPC chairing sessions. This was an outcome of a local reflective case review. Dates for inter agency training have been offered for 5th February and 10th March. Carron will deal with the arrangements to ensure attendance and an even distribution of opportunities to minimise the impact on service delivery. • Annual CPC Budget is £5k from each service (Police, Health, HSCP) and Education contributes the venue and admin. Carron will ask Moira for two more dates after March. 	<p>Carron O'Byrne</p>

	<ul style="list-style-type: none"> Annie will contact Lynne Kennedy, Marie Rooney and David Elliott to seek nominations from addictions, mental health and learning disability services. 	Annie Ritchie
4.	<p>Self Evaluation update and Road show</p> <p>The update will start at the DIG Development and Planning Session on 24th November with a trial run of the key outcomes template as tabled today. It will be helpful for staff to familiarise themselves with the format for self evaluation in advance of the inspection. To that end, the template can be taken to the hub, be in placed in the corridor and go to Youth Alliance and to team meetings etc. Brainstorming sessions with colleagues are encouraged as staff should feel they have a contribution to make. Staff perception of operational and strategic leadership roles is important. It is essential that we cover the differences made and outcomes achieved since the last inspection and that cross references to evidence.</p> <p>Action: Questionnaires from fostering and adoption/ throughcare will be used for evidence gathering. SSI Strategy Group will be included at indicator 1.1.</p>	
5.	<p>Case File Audit</p> <p>Annie tabled an updated audit report and she will share this for circulation by email to members. Annie spoke to the report and advised that the number of cases audited increased from 5 last year to 8 this year. The number was based on proportion of children on the Child Protection Register at that time. Feedback was arranged directly to the team around the child by the auditors. Annie highlighted the main issues for concern. Kevin queried the timescales involved in the two cases where there had been no GP present or report provided at child protection planning meetings. Overall there was evidence of improved outcomes and reduced risk in seven of the eight cases however it was noted that multi agency working was impeded by lack of engagement from adult services. Further work will be undertaken on developing integrated chronologies.</p> <p>Action: A key area of work going forward will be to proactively plan for adult services' participation in and contribution to child protection planning processes. Jackie stressed that child protection should be on all agendas to address the lack of understanding in some services about the focus on children. Jackie suggested that when staff identify difficulties in engaging with adult services they note these cases and pass to her so that she can directly address this with service managers if engagement difficulties arise.</p> <p>Julie has conducted a lot of work with SNIPS and CAPSM and Norman too requested that he would like to be advised with any issues around justice services participation. There is a stream of work to be followed up and Jackie will raise the requirement for improvement in contributions and role of adult services through clinical governance via the senior management team. This will also be added to the CPC Improvement Action as a key piece of work.</p>	<p>Annie Ritchie</p> <p>Norman Firth</p> <p>Jackie Irvine</p>
6.	<p>Attendance and Membership</p> <p>CPC attendance will be discussed at the senior management team meeting on 27th November in an attempt to redress the trend of poor attendance from housing and mental health.</p>	Jackie Irvine

7.	Fabricated Induced Illness Guidance It was requested that the documents be re-circulated in Word 2003. Staff should be advised of the existing guidance, in advance of the two documents being merged to provide local guidelines. Comments on the draft to be returned to Jackie to provide a first draft.	Dawn Hansen Jackie Irvine
8.	Consultation on Working Together in respect of people who go missing Jackie reminded staff that comments were needed by 30 th November. Yvonne explained that her response had been delayed as she had received the consultation in an incompatible format. Carron will liaise with Jean Cameron and other Unit Managers for feedback.	Carron O'Byrne
9.	Dates for meetings 2016/17 These were circulated with the request that attendance be prioritised in members' diaries.	
10.	AOCB With regard to the paper for note re preservation of records for the Historical Child Abuse Inquiry Scotland it was discussed that the current practice within health is for automatic destruction of archived paper records at the age of 25 or 3 years after death. Within Education destruction takes place earlier due to restrictions with storage space. Action: Pat will follow up, with Chris Smith and Laura Mason, how back records are held and to stop the process of destruction. Feedback to the national inquiry would be that GP records would be the main source of health info. It was considered that the relevant records being referred to would relate to residential units; however Jackie will pick up on this if any action is required. Kevin will share with GPs and follow up on what information is passed on as people change GP.	
14.	DONM: Monday 25 th January 2016, 2pm, Committee Room 3, 1st floor, Garshake	