



Fife Child Protection Committee

Fife Child Protection Committee

MINUTE OF THE CHILD PROTECTION COMMITTEE MEETING held on Wednesday 31 March 2010 in Police HQ, Glenrothes

Present

John Myles, CPC Independent Chair
 Garry Crosbie, Senior Manager, Education Service, Fife Council
 Lee Dickson, DCI, Fife Constabulary
 Susan Manion, General Manager, Dunfermline & West Fife CHP, NHS Fife
 Jane Benson, Depute Fiscal, Procurator Fiscal's Office
 Craig Ritchie, Policy Development Officer, CPC Support
 Andrew Barker, Assistant Chief Constable, Fife Constabulary
 David Millar, Authority Reporter, SCRA
 Trudy Doidge, Enable, Voluntary Sector
 Steven Hatch, CPC Lead Officer
 Alistair Gaw, Head of Service, Children and Families and Criminal Justice, Social Work Service, Fife Council
 Theresa Stephenson, Social Work Service, Fife Council
 Duncan Simpson, Service Manager, Housing and Communities
 Kath Collins, CPC Support Officer (Minutes)
 Irene Gracie, SSAFA, RAF UK
 Bryan Kirkaldy, Head of Service (north) Education

Apologies

Peter Nield, Assistant Director, Barnardo's
 Dr Dorothy Yeates, NHS Fife
 Rita Keyte, Co-ordinator, Fife Alcohol and Drug Partnership
 Anne Buchanan, Nurse Director, NHS Fife

	1. Welcome
	John Myles, Independent Chair, welcomed those present and noted apologies.
	2. Minute of Last Meeting
	The Minutes of Meeting held on 02 March 2010 were noted and agreed subject to clarification of Item 13 under AOCB to note that the proposed NHS Child Protection Governance Arrangements paper circulated at the last meeting was a proposed structure.
	3. Action Register – Outstanding Actions
	Actions 78 and 79 CP Concern Referral Form/CAPSM – Ongoing work. Agreed to defer this item to allow implementation to embed.

	4. Publication of HMIE Inspection Feedback
	Noted that publication of the HMIE Inspection Report has been delayed. Advance publication is expected by 22 April with full publication on 29 April 2010. Jacquie Pepper, Link Inspector is meeting with the Lead Officer and CPC Chair on 14 April 2010 when future contact with Fife will be clarified.
	5. Corporate Improvement Programme – Contact Centre Approach for Social Work
	S Hatch reported a proposed Contact Centre within Fife Council to be responsible for screening all enquiries and may have impact for child protection issues. A Gaw is involved with this work and will continue to update CPC on development.
	6 Visual Recording
	Noted suggestion reported at the National CPC chairs meeting from Scottish Government to extend the period of consultation around visual recording to allow input and feedback from Child Protection committees with regard to impact on processes. J Myles commented that the focus for CPC should be the issue of training. Difficulties in the areas of facilities or resources were for single agencies to resolve. Noted that national Child Protection Guidance is expected in May 2010 for consultation and debate. The national Internet Safety Campaign is to be repeated in September 2010 and this may involve some local work for the Communications Group.
	7 CPC Organisational Structure
Action S Hatch	The proposed organisational structure chart was circulated. Following discussion it was agreed to add some narrative to recognise the accountability of members of local child protection groups and their responsibility to feedback to their organisations.
Action B Kirkaldy	As yet there is no decision on the number of local groups. There is a proposal within the Getting It right Group to move to 7. Noted concerns within NHS with regard to any increase in the number of local child protection groups. There appeared to be no reason to change so long as the system is working well. B Kirkaldy reported ongoing discussions with regard to the reporting routes. B Kirkaldy will add narrative to clarify the reporting relationship with the Fife Partnership.
	8 Self Evaluation Improvement Plan 2010 - 2011
	The draft Plan was circulated for comment. The plan is an amalgamation of various plans, audits and inspection reports linked to the quality indicators and working group activity. The report acknowledges the major pieces of work already undertaken and includes the available statistical analysis. S Hatch reported that the comparator authorities had been changed to replace Falkirk and

<p>Action S Hatch</p> <p>Action S Hatch</p> <p>Action All</p>	<p>Clackmannanshire with North Lanarkshire. Members advised caution against moving from the benchmarking authorities used by HMIE and the possibility for confusion. S Hatch will discuss this with Jacquie Pepper.</p> <p>B Kirkaldy suggested the inclusion of some explanation as to the referral rate in Fife being twice the national average. Noted that there is ongoing work within Social Work Service and Fife Constabulary looking at recording processes and cause for concern referrals. New guidance will be issues to staff if required. S Hatch to elaborate on this in the Plan.</p> <p>Noted that assistance is required from all agencies to populate the narrative around the statistics.</p> <p>J Myles indicated that the statistics prompted questions such as is the threshold for putting a child on, and removal from the Child Protection Register appropriate. A Gaw reported that ongoing audits provide such reassurance and the appointment of a Reviewing Service Manager will allow further work on quality assuring this area to take place.</p> <p>S Hatch indicated that a spreadsheet has been developed to collate the evidence from all agencies of progress across the Improvement Plan with recording against each quality indicator for ease of reference. J Myles stressed the importance of agencies/services feeding back details of progress with accompanying evidence.</p> <p>Noted that this is a high level report. A further document, Key Actions linked to Strategic Objectives, explains the actions required to meet the key objectives and includes details of responsibility and timescales.</p> <p>Members were content with the style of the documents. Suggested amendments:-</p> <ul style="list-style-type: none"> • D Simpson indicated possible confusion with target dates in the main plan and the detailed plan and suggested that dates be removed from the main plan. • B Kirkaldy suggested reducing priorities to a maximum of 10 • A Gaw suggested including a statement of the current status against actions • S Hatch agreed to consider the removal of the dates in the main plan to replace with the inclusion of a traffic light system on current status. <p>CPC will be responsible for monitoring the Plan. There will be a task for the PPP Group to prepare reports to CPC.</p> <p>Members are asked to feedback comments on the style, whether the documents are fit for purpose, suggestions for reducing priorities from 35 and further suggestions for statistical analysis and performance outcomes within the next two weeks.</p>
	<p>9 Child Protection Orders</p>
	<p>David Millar reported that Fife has significantly more Child Protection Orders than other areas. Last year Fife had 65 orders. There have been 38 orders in the first quarter of this year which have necessitated 76 children’s hearings to be arranged. This has had significant impact on resources for both Social</p>

	<p>Work Service and SCRA. Some analysis has been undertaken by SCRA to look at process and it would appear that there has been no changes to Social work thresholds and no delays in processing cases within SCRA which would account for this rise. It was agreed that A Gaw would discuss this further with the PPP Group. J Myles offered support from the CPC Support Team to help with this work.</p>
	<p>10 Policy, Practice and Performance Working Group</p> <p>Child Protection Guidance - A Gaw reported discussion at a meeting of the Steering Group on national guidance. A Gaw has a copy of the draft guidance which can be circulated for comment. Noted that the word "Referral" has been dropped from the IRD and this will need to be addressed in our processes. GIRFEC is now embedded in the new guidance and there is scope for the inclusion of bullying and internet safety.</p> <p>MIS core data set – the first quarterly report will be presented to CPC at the meeting on 18 August 2010. J Myles reminded members that COPS will be seeking an update and see this as a high priority.</p> <p>ISP – Ongoing work to provide guidance for practitioners.</p> <p>IRD - Work progressing satisfactorily. L Dickson reported that the sub group comprising named individuals from key agencies is taking this forward and looking at potential solutions. Noted suggestions from NHS to apply some triage to the IRD process to include a prioritisation to the request.</p> <p>S Manion voiced concerns that for some time now there have been practical issues for staff and it is now becoming high risk area for NHS. NHS has not been able to cope with the system which has been set up. S Manion emphasised that It is not the unavailability of medical staff which is the issue but rather the inability to obtain the information from the various parts of the health service. J Myles was concerned that this critical process for inter agency response and a solution requires urgent attention to minimise risk.</p> <p>A Gaw advised that the three way discussion is happening and this is a step forward. Social Work Service and the police can obtain there information more readily than NHS; but are not in receipt of the full information the same day. L Dickson reported that the sub group are aware of the problems and have offered interim IT solutions. The group are looking to address the issue of volume and hence the suggestion of prioritisation and triage.</p> <p>Agreed that this was an issue for NHS but also a risk for CPC. J Myles requested timescales to be identified and a position statement from NHS for the next CPC meeting. S Manion will clarify where the issues currently lie.</p> <p>Child Concern Referral Form – currently being implemented in some areas of the Council. Trudy Doidge reported positive feedback from the Voluntary Sector Children’s Forum Coordinators who have suggested that a statement be inserted in contracts for agencies funded by Fife Council to ensure compliance with the form. Members agreed to take this forward.</p>

	<p>11 Self Evaluation Working Group</p> <p>Obtaining the Views of Children – Noted decision to discontinue analysing the Have Your Say forms and to look at alternative methods of obtaining the child's view. There is ongoing work to map out the child's journey through child protection to identify suitable points to obtain their views and meetings arranged with young people in supported accommodation who have been looked after children.</p> <p>Sharing reports with Families – A recent audit by the Reviewing Service has highlighted that some services are not sharing reports with families prior to case conferences. A formal report from the Reviewing Service is awaited.</p>
	<p>12 Training working Group</p> <p>JiIT Training - now a restated commitment to progress joint social work/police training.</p> <p>CAPSM – S Hatch has put together a two page guidance document for inclusion in training packs. Copies will be circulated to working groups and local groups. A copy to be forwarded to B Kirkaldy. Noted that 3 presenters from FDASAP and 3 from ADP have agreed to facilitate the Substance Misuse/Domestic Abuse training course. 12 courses have been booked for the coming year.</p> <p>Managers training course – noted that participants at the managers conference have been asked to submit suggestions for a managers training course.</p>
	<p>13 Communication Working Group</p> <p>Update paper circulated. S Hatch reported that a communication strategy for release of the HMle inspection Report will go to Chief Officers and Communications Group members this week.</p>
	<p>14 Significant Case Review Working Group</p>
Action J Myles	<p>J Myles reported discussion at the last meeting. A paper will come to CPC from SCR group re learning lessons from ongoing live issues.</p>
	<p>15 Local CP Group CPC Support</p> <p>Volunteers are sought from the CPC membership, excluding Working Group Chairs, to act as a conduit to one of the local child protection groups. Members would attend local group meetings, particularly in the early stages as the new groups evolve and take on new roles. S Hatch has been attending local group meetings to help with the new role and membership and to ensure that members of local groups are aware of the need to feed back into their agencies. There will be continued support from the CPC Support Team. Local group chairs will be invited to CPC meetings on a rolling programme or nominational basis.</p> <p>CPC members to confirm with John Myles. S Manion and T Stephenson volunteered.</p>

<p>Action B Kirkaldy</p>	<p>16 Children's Services/GIRIF Group Update</p> <p>B Kirkaldy reported ongoing developments. The main foundation of GIRFEC are in place in Fife. Some new concepts including the SHANARRI framework, the single child's planning process, concept of a named professional for a child and a lead professional when agencies working together, a staged intervention model sufficiently generic for use by all agencies in a variety of aspects. The main work ongoing is staff development awareness raising for all frontline staff via computer desktop and managers workshops in terms of getting it right and further implementation.</p> <p>S Manion suggested looking at the terms of reference for local GIRIF groups to compare with local CP groups. B Kirkaldy will circulate the terms of reference. Noted there is a capacity issue for all services to attend meetings.</p>
<p>Action All</p>	<p>17 AOCB</p> <p>"All you need to know about a forensic medical" leaflet - Noted child friendly leaflet developed by children who have been through such medicals and produced and used by West of Scotland CPCs. J Myles will discuss the leaflet with the East Scotland Consortium with a view to adopting the leaflet if there are no legal barriers. .</p> <p>CPC Development Day - It was agreed to hold the development day on 26 May 2010. Agreed that COPS members be invited to attend.</p> <p>SNIP – Noted new advocacy group for children with disabilities. Agreed to formalise links with this group.</p> <p>ADSW Panel – Noted Cllr Tim Brett Cllr is to be part of a panel at ASDW . Any comments to A Gaw who is doing the briefing.</p> <p>SSAFA - I Gracie reported that SSAFA has been awarded a further 5 year contract with the RAF.</p> <p>National guidance on under age sexual activity and meeting the needs of children young people consultation paper – Consultation paper circulated today. Noted tight timescales. Members to respond to J Myles with comments and feedback. Noted concerns for the PF. Agreed to discuss this further with colleagues across the agencies who have knowledge in this area (Carrie Lindsay, Education, Jane Benson, Lorna Watson, NHS). Members to send names to S Hatch to coordinate.</p>
	<p>17 Date of Next Meeting</p> <p>Wednesday 28 April 2010 at 2.00 pm in Police HQ</p> <p>Wednesday 26 May 2010 at 2.00 pm in Police HQ Wednesday 23 June 2010 at 2.00 pm in Police HQ Wednesday 18 August 2010 at 2.00 pm in Police HQ Wednesday 15 September 2010 at 2.00 pm in Police HQ Wednesday 13 October 2010 at 2.00 pm in Police HQ Wednesday 10 November 2010 at 2.00 pm in Police HQ Wednesday 15 December 2010 at 2.00 pm in Police HQ</p>

Distribution List

John Myles	Independent CPC Chair, Auchterderran Centre
Anne Buchanan	Nurse Director, NHS Fife, Hayfield House, Hayfield Road, Kirkcaldy
Garry Crosbie	Senior Manager, Education Service, Rothesay House, Glenrothes
Lee Dickson	DCI, Police HQ, Detroit Road, Glenrothes
Trudy Doidge	Enable, Alexander House, Alexander Street, Dysart
Steve Hatch	Lead Officer, Child Protection Committee, Auchterderran Centre, Carder
Melanie Durowse	CPC Quality Assurance and Development Officer
Alistair Gaw	Senior Manager, Social Work Service, Rothesay House, Glenrothes
Theresa Stephenson	Service Manger, Social Work Service, Park Road, Rosyth
Irene Gracie	SSAFA, RAF UK, 17 – 19 Tudor Road, Leuchars
Peter Nield	Assistant Director, Barnardo's Scotland
Rita Keyte	Fife Alcohol and Drug Partnership, Kingdom House, Glenrothes
Andrew Barker	Assistant Chief Constable, Police HQ, Detroit Road, Glenrothes
Susan Manion	General Manager, Dunfermline & West Fife CHP, Lynebank Hospital
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Duncan Simpson	Senior Manager, Housing and Communities, Rothesay House, Glenrothes
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Bryan Kirkaldy	Head of Education (North), Education Service, Rothesay House
Dorothy Yeates	Associate Specialist, NHS Fife
Craig Ritchie	Policy Development Officer, CPC support Team
Julia Daglish	Quality Assurance and Development Officer, CPC Support Team
cc	Committee Administrator, Fife Community Partnership, Fife House,

Copies to:

COPS

Self Evaluation and Audit Working Group

Training Working Group

Local Child Protection Group Network

Communications Working Group

Policy, Procedures and Performance Working Group

CPC Support Team

Jill McArthur for CSG

David Henderson