



Fife Child Protection Committee

**Minute of Meeting of the CPC Quality Assurance Sub Committee held on Thursday 23 April 2009 in the Auchterderran Centre**

**Present**

Maxine Moy, Nurse Consultant, NHS Fife  
 Ross Drummond, CPC Lead Officer  
 Maureen Lyall, Education Service  
 Steve Hopton, Social Work Service  
 Lee Dickson, Fife Constabulary  
 John Flaherty, Housing Service  
 Alistair Gaw, Chair  
 Shona Munro, Psychological Service  
 Jim Mitchell, Local Community and Housing Service  
 Dave Maiden, Service Manager, Community Services  
 Morag Wallace, Partnerships Manager, Fife Council

**Apologies**

Melanie Durowse, Quality Assurance and Development Officer, CPC  
 Rita Keyte, DAAT

	<b>Action</b>
<b>1 Welcome</b>	
A Gaw welcomed Morag Wallace, Partnerships Manager with Assets and Facilities Management, Fife Council to the Committee. Noted that Val Hatch, NHS Fife will also be joining the Committee but was unable to attend today.	
<b>2 Minute of Last Meeting</b>	
The Minute of 17 March 2009 was noted and agreed	
<b>3 Matters Arising</b>	
<p><b>Re page 3 Action (7) 04/02/2009 alert pregnant women to contact ante natal services –</b> M Moy has contacted Social Work Team Leaders to remind staff to check that pregnant women accessing Social Work Services are in contact with Ante Natal Services.</p> <p><b>Re page 4 Action 4 – Complaints Process -</b> M Moy confirmed that there is a complaints procedure within NHS Fife. Lee Dickson also confirmed the same for Fife Constabulary.</p> <p><b>Re page 3 Action 7 – Feedback to Referrers –</b> M Moy reported that there is currently a procedure operating with the Greenfield Clinic but generally elsewhere within NHS a failed hospital/clinic appointment would only initiate a letter to the GP intimating the failure to attend. Noted Social Work Service has a standard letter to members of the public acknowledging receipt of a referral. Education Service consider themselves as “passing on” referrals. Agreed there was a training issue to embed a culture of feeding back to one another professionally. Agreed to discuss this further with Garry Crosbie, Chair of the Training Sub Committee at workshop on 8 May.</p>	

<p><b>4 Review of Significant Case Review Protocol</b></p> <p>Following comments during the HMIE Inspection the SCR Protocol was reviewed and the revised version was circulated. The local Protocol mirrors national guidance and sets out the criteria and process for identifying, agreeing and taking forward cases reported as potential significant case reviews. Noted that the Protocol will require the approval of the Fife Chief Officers' Public Safety Group. There will e a training requirement for the agency leads.</p> <p>Members are asked to consider the revised document including the flowchart (as a possible training handout) and <b>forward any comments to R Drummond by Friday 8 May 2009</b>. The final draft will be considered by CPC on 20 May 2009.</p> <p>It was suggested that members read the OFSTED (England) SCR Review Report (link and the summary to be circulated with the Minutes).</p>	<p>All</p> <p>RD</p>
<p><b>5 Quality Assurance Development Workshop</b></p> <p>Noted the QA Development Workshop is arranged for Friday 8 May 2009 in the Rothes Halls, Glenrothes. Members are asked to confirm their attendance with K Collins by Monday 4 May 2009. Noted that S Hopton, S Munro and J Flaherty are unable to attend. Noted that Garry Crosbie and Bryan Kirkaldy will also attend to link with the Training Sub Committee agenda and the work of the Getting It Right in Fife Group.</p> <p>A copy of the Draft Child Protection Improvement Plan was circulated for information. HMIE require a progress report on implementation by 30 August 2009 and will return within one year to carry out a follow up inspection. Chief Officers have asked CPC for an interim report by 30 June 2009.</p> <p>Members of the QA Sub Committee will become more involved in the multi-agency case file audit work. Assessor training is being arranged for those who will be directly involved.</p> <p>Members are asked to consider their membership and contribution to this work, taking account of the time commitment. All sub group members need the time, energy and motivation to drive forward this agenda. Work is ongoing to add to the membership of the QA Sub Committee.</p> <p>It was noted that HMIE have indicated that each CPC will be allocated a dedicated Link Inspector. This is a potentially valuable resource in promoting and supporting a culture of self-evaluation.</p> <p>Key points for action at the workshop include-</p> <ul style="list-style-type: none"> <li>• Setting out clearly how the role and remit of the CPC QA sub committee supports the work of the CPC;</li> <li>• Making use of all knowledge of associate assessors and other relevant experience in Fife;</li> <li>• Reflect on what did not work and what we could have done better;</li> <li>• Consider the action points from past Significant Case Reviews;</li> <li>• Focus on the new QIs (now 25) which HMIE are about to publish (electronic copies to be circulated);</li> <li>• Prioritise the major pieces of self-evaluation work;</li> <li>• Introduce a new round of multi-agency case file audits as soon as possible;</li> <li>• Invite HMIE to talk to the QA Sub Committee about self evaluation;</li> <li>• Develop a concise Work Plan.</li> </ul>	<p>All</p>

<p>Noted that the first round of Social Work case file audits since Inspection has taken place. The Social Work audits include a 25% qualitative sample to address outcomes. The audit is currently being analysed and will be reported to Council Committee on 9 June. A report will be available for the next meeting of this group.</p> <p>L Dickson reported that Fife Constabulary is recruiting analysts and negotiations are ongoing to secure the services of one to support work of the CPC. Agreed to invite one of the analysts to the Development Workshop and agree a piece of work which could be undertaken by them.</p> <p>The MIS/Statistical Core Data Set will be reviewed regularly by this Committee as well as the CPC. <b>Information will be required for the next CPC on 20 May 2009.</b></p> <p>It was agreed the agenda for the Development Workshop should include:-</p> <ol style="list-style-type: none"> <li>1 Brief brainstorm - What could we have done better – Lessons Learned?</li> <li>2 Familiarisation with new HMIE Quality Indicators (copies to be available on the day);</li> <li>3 Improvement Plan;</li> <li>4 Work plan for the audit and self-evaluation programme;</li> <li>5 Specification for the Analyst;</li> <li>6 Linking with CPC and Training Sub-group. In particular role and contribution of CPC QA sub group and using the training programme to help build culture of self-evaluation.</li> </ol>	<p>LD</p> <p>ALL</p>
<p><b>6 Self Evaluation Update</b></p>	
<p>M Durowse to check that all outstanding actions from previous self evaluation work are now included in the Improvement Plan.</p>	<p>MD</p>
<p><b>7 AOCB</b></p>	
<p><b>Case Conference Leaflet</b> – M Moy reported issues with the content. Agreed M Moy and M Durowse would follow this up.</p>	<p>MM/MD</p>
<p><b>8 Date of Next Meeting</b></p>	
<p><b>It was agreed to convene a further meeting shortly after the Development Day and prior to 25 June 2009. K Collins to circulate dates.</b></p> <p>Thursday 25 June 2009 at 2.00 pm  Wednesday 30 September 2009 at 2.00 pm  Wednesday 25 November 2009 at 2.00 pm</p>	<p>KC</p>

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## Copies to

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Local Child Protection Group Chairs  
Local Children's Services Group Chairs  
CPC Support Team