

## GETTING IT RIGHT WORKING GROUP

Notes of the Getting it Right Working Group held on Wednesday 22 September 2010 at 1.30 pm in Auchterderran Centre.

**Present:** Bryan Kirkaldy (Chair), Yvonne Carling, Kellie Almond, Vicki Cassells, Bernadette Duddy, Val Hatch, Alistair Haldane, Elly Alexander, Duncan Simpson, Steven Hatch, Alistair Gaw, Carrie Lindsay, Fraser Downie, Jill McArthur (Notes)

**Apologies:** Lynn Gillies, Maxine Moy, Alex Duncan, Rae Ormiston

### 1 Welcome / Apologies

Bryan welcomed the group to the meeting and apologies noted above.

### 2/3 Notes from Previous Meeting and Matters Arising

The notes were agreed with the following matters arising:

- Fife Young Carers – Elly advised that Gill Taylor will represent Psychological Service.
- HMIe – Bryan confirmed that the Education Service will be involved in validated self-evaluation, week beginning 22 November. The focus will be on further improving outcomes for children and will be wide-ranging. GIRWG will be used as contact point.
- Child's Plan – The sub-group have agreed on the format of the Child's Plan. The next step is to incorporate into own agencies guidance. Steven advised he has circulated to CPC with no adverse comment. Val has also discussed at Health group who agreed with the format. Discussion followed around the use of the name 'Child's Plan' and 'Child Protection Plan'. 'Child Protection Plan' will be used by SWS Lead Professionals in child protection planning.

Bryan suggested an audit of implementation at an early stage would be helpful.

The group agreed the Child's Plan. Alistair to provide final version with the notes of the meeting (enclosed).

Bryan requested the plan and guidance be added into the orientation materials.

### Action

AH

#### 4 Refresh of CSP Priorities

Bryan re-affirmed that the priorities should be SMART and it would be good if they can be reported at an area level.

The group went through the priorities and made amendments. Each member to look at the priorities for their service and email amendments to Bryan to enable further discussion at next meeting.

ALL

Carrie queried if other priorities may be included as she feels it is important to include Early Years Framework. Agreed there may be additional priorities.

Bernadette reported that a lot of the missing data has now been gathered. Val to check with Belinda re the obesity target as it seems particularly high.

VH

Val informed that NHS will use live data rather than verified data as it is too long to wait on the verified data coming back.

Bryan, Yvonne and Bernadette to develop document for next meeting.

BK/BD/YC

#### 5 Training Strategy

The training materials were previously circulated. Vicki advised that the orientation materials have been given to all GIR Area Groups and these inform what is on the portal [www.girif.com](http://www.girif.com).

Vicki advised there are two levels to the materials:

- Level 1 – very interactive and currently being used. This takes 15 minutes to complete.
- Level 2 – material is almost finished and should be available at beginning of October.

Fish page is currently under development. Jill/Vicki will work on the information for this page.

JM/VC

The information sharing leaflets still require some work.

BK

Vicki emphasised the importance of getting GIRFEC communication correct to parents/carers.

Yvonne suggested the next step is looking at evaluation of the materials with feedback proposed for early 2011.

Duncan feels the materials are very clear and concise. However, CLD staff may find it difficult at present to undertake the training

	due to other CPD commitments. Yvonne advised that it would be beneficial if they could do the basic training which would take 15 minutes. Duncan and Yvonne agreed to discuss this.	DS/YC
	All group members to look at website ( <a href="http://www.girif.com">www.girif.com</a> ) before the next meeting.	ALL
	Steven to provide paragraph re child protection for the booklet.	SH
	The group signed off the booklet and powerpoint presentations. Jill to send final version of powerpoints to group with note of meeting.	JM
	Bryan circulated the information sharing document designed for children which he has amended slightly. However Val to check the removal of the question 'once I agree will I ever be asked again' in terms of Caldicott guidelines.	VH
	Bryan will amend document and bring to the next meeting.	BK
<b>6</b>	<b><u>GIR (Area) Groups</u></b>	
	Three of the GIR Area Groups have met and all were positive.	
	Steven would like the wording in the GIR guidance manual changed slightly under child protection. Bryan to give wording to Ken.	BK
<b>7</b>	<b><u>Parenting and Family Support Strategy</u></b>	
	Carrie has met with Sandra Martin and agreed to bring together parent councils. The voluntary sector rep on the Family, Parenting and Early Years sub-group will be asked to identify parents and hold a small consultation group. Carrie to discuss with Elly.	CL/EA
	Alistair G will consult Rae Ormiston about the process for consulting parents affected by disability.	AG
<b>8</b>	<b><u>Cause for Concern Update</u></b>	
	Vicki previously circulated summary report and advised that a process mapping exercise is being undertaken with Police. A pilot area within the Police has been identified to look at cause for concern referrals. This should begin at the end of the year.	
	Vicki reported that the MARAC process will have a positive impact on the number of referrals received.	
	Bryan advised that MARAC is a key development for GIRFEC. Bryan is attending the Steering Group meeting next week and will look at how the group links in with GIR.	

**9 Police Developments**

Item carried forward to next meeting.

**10 Any Other Business**

Bernadette reminded the group that workplan templates are due in by Friday 24 September. She has scheduled discussions with agencies to gather their achievements and identify their next steps in GIR.

BD

**11 Date of Next Meeting**

The next meeting will take place on Wednesday 3 November 2010 at **1.30 pm** in Auchterderran Centre.