**HIGHLAND CHILD PROTECTION COMMITTEE**

**Minutes of the Meeting held on 26th September 2017, Highland Council HQ, Inverness**

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| **Present :** | | |  | |
| DCI Vince McLaughlin, PPU, H&I Division, Police Scotland (Chair)  Ms Sally Amor, Child Health Commissioner, NHSH  Ms Gillian Pincock, Lead Nurse Child Protection (Health)  Dr Stephanie Govenden, CP Lead Doctor, NHSH  Ms Suzann Barr, Children’s Panel  Ms Norma Ruettimann, CALA  Ms Donna Munro, CP Training Officer, HCPC  Dr Hugo Van Woerden, Director of Public Health, NHSH  Ms Fiona Malcolm, Legal Manager  Ms Debbie Milton, Chair of CAPSM Sub-Committee, HC  Mr Ian Murray, High Life Highland  Mr John Skouse, Strategic Inspector, Care Inspectorate  Ms Bernadette Cairns, Head of Additional Support for Learning, HC  Ms Gillian Gunn, Violence Against Women Development & Training, NHS  Ms Dawn Main Fraser, Children's Reporter, SCRA  Ms Pamela Cameron, Clerical Assistant  Ms Sarah Black, Administrative Assistant (Minutes) | | |  | |
|  | **Item** | **Summary** | | **Action** |
| **1.** | **Welcome & Apologies** | DCI McLaughlin welcomed everyone to the meeting.  There were introductions around the table.  Apologies were received from:  Ms Sandra Campbell, Head of Children’s Services, HC  DS Jennifer Baughan, Police Scotland  Ms Maggie Brownlie, Third Sector Interface, Barnardo’s  Tracie McDermott, Welfare Officer, Forces Welfare | |  |
| **3.** | **Minutes of the Meeting of 7th June 2017** | Minutes were agreed to be a true and accurate record of the meeting. | |  |
| **4.** | **Matters Arising/Actions** | **a) CP Co-ordinating Group**  Dr Govenden provided the group with an update and noted that the final paper will be going to senior management for approval shortly with a view to having the forensic suite relocated within 12-18 months. | | ***SG*** |
| **5.** | **HCPC Terms of Reference for Sign Off** | The final terms of reference have now been drafted however, it has been agreed that this will be a fluid document which is periodically reviewed. Ms Munro is working on an induction pack for new members to give a clear idea of their role in the Committee. The Committee agreed to ratify the document following a number of minor amendments. DCI McLaughlin acknowledged Ms Munro’s work on this document. | | ***DM*** |
| **6.** | **HCPC Guidance** | Work on the guidance is still ongoing, guidance for community groups will also sit alongside this. It is hoped that both sets of guidance will be finished in time for December Committee. | | ***DM*** |
| **7.** | **Updated Improvement Plan** | The Improvement Plan has been updated since the last meeting and there are a number of priorities fast approaching. Viewpoint training has been delivered to Who Cares and some of the residential staff and it is now being piloted in 3 residential units before Christmas. Young people are also being asked for feedback on their experience of Child Protection processes.  Dates have been distributed for CSE sessions however, there has been little response. Vogue and Tropicana have asked us to train all of their staff, we have agreed to this under the agreement that they will test out our policy on sexual exploitation.  There is ongoing work around the development of joint investigation interview training given staff changes and in order to continually improve resilience in addition there are national policy developments being progressed around JIIT. The Chair noted that this will be discussed at the next meeting. | | ***VM*** |
| **8.** | **Learning from SCRs/Hindsight Bulletin** | As agreed at the last meeting we will discuss the learning from SCRs following the conclusion of all current SCRs; there will then be a review of our processes to identify where we can improve process and to support the seven minute briefings and feedback process going forward. | |  |
| **9.** | **Standing Items:** | **a) QA Sub-group**  Dr Govenden updated the group and advised that the QA Sub-group have undertaken a number of new pieces of work. There is a proposed set of data to be collected by Social Work, Police, Health and SCRA, it is also proposed that each agency audits four cases per year and there is a review of processes to allow for comment on the quality of work. A draft plan for the IRD process has been created.  **b) CSE Sub-group**   * **Viewpoint Update**   The CSE training has now been integrated with the interagency training and the e-learning module has been launched through CALA. Training on the Underage Sex Protocol has now been rescheduled to 28th November. Door staff and street pastors are being targeted in raising awareness about young girls sharing taxis. Work is ongoing with residential units following the change of provider.  **c) CAPSM Sub-group**  The CAPSM Sub-group continue to develop the updated Getting our Priorities Right guidance, this has now been linked to a pilot which aims to support and improve communication with Social Workers, the aim is to put this out to the Family Teams in December. Recent figures show that there is a disproportionate number of women dying as a result of substance misuse, it has been suggested that we convene a short life working group to look at this. Debbie Stewart has been looking into the support available to Foster Carers affected by Foetal Alcohol Disorder, this has been identified as a priority. Work around the Neurodevelopmental Assessment continues.  **d) Learning and Development Sub-group**  Louise Smith has been appointed to the Practice Support Officer position and Nancy Healy has been recruited to the Health Training post, this takes the training team back up to full capacity. Pamela Cameron has also been appointed to provide administrative support two days a week. The Learning and Development plan has been briefly updated and 3rd November is in the diary provisionally to discuss further. There has been an increase in Health staff attending training, specifically Midwifes and GPs, there has also been a focus on staff from Adult Services attending training. It has also been agreed that cards will be printed with very specific details on what people should do if they have child protection concerns. | | ***SG***  ***DM***  ***DM***  ***DM*** |
| **10.** | **AOCB** | Mr Skouse explained that as well as work around inspection a large part of his role is link working, this covers scrutiny, supporting improvement and supporting capacity to self-evaluate. Part of this is evaluating the effectiveness of groups such as CPC and evaluating SCRs. Some of the positive aspects noted in Highland are datasets, work around audits and IRDs and how to audit these and also terms of reference and guidance, specifically the recognition that these are fluid documents which require regular reviews. | |  |
| **11.** | **Date of Next Meeting** | Thursday 7th December, 2pm – 4pm, Committee Room 1, Highland Council Headquarters | |  |