



**MEETING TITLE:
HIGHLAND CHILD PROTECTION COMMITTEE MEETING via MICROSOFT TEAMS**

**DATE:
24th April 2024**

PRESENT:

Highland CPC – Mhairi Grant (Chair), Donna Munro (Lead Officer), Fiona Mackintosh (L&D Officer), Mike Mawby (S&T), Mary Cameron (Minute)
Highland Council Social Care – Fiona Duncan (CSWO), Gillian Buchanan (Strategic Lead Child Protection)
Highland Council Health – Jane Park (Head of Health), Louise Lee ((Acting Lead Nurse – Child Protection)
Highland Council Education – Yvonne Ross (Education Psychology, Child Protection Officer),
Highland Council Performance and Improvement – Sadie Kevill (Performance & Improvement Childcare Manager), Jonathan Denovan (Business Intelligence Officer), Jennifer Baughan (Whole Family Wellbeing)
Chair of Health, Social Care and Wellbeing Committee (Elected Member Representative) – Cllr David Fraser
The Promise Programme Manager – Carrie McLaughlan
Police Scotland – DCI Calum Smith
Scottish Prison Service – Kerry O'Hagan
NHS Highland – Stephanie Govenden (Lead Paediatrician Child Protection), Isla Barton (Director of Midwifery), Louise Bussell (Board Nurse)
Third Sector – Wendy Strathearn (Barnardos), Clair Nichols (Youth Highland)
Children's Hearings Scotland – Lisa MacDonald (Area Convener)
Highlife Highland – James Martin (Director Corporate Services)

APOLOGIES

SCRA – Karen Erskine
Highland Council Legal – James Noone
Army Welfare Service – Tracie McDermott
Care Inspectorate – Tim Ward

PAPERS FOR INFORMATION ONLY:

Highland Council Housing Service – Brian Cameron

NO.	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/DECISIONS	RESPONSIBLE
1	Welcome & Apologies	Chair welcomed all, reminding members they can put forward item agendas for any future meetings. A welcome to a number of new (and returning) members: Clair Nichols, Wendy Strathearn, James Noone. Louise Lee – who is covering for Nancy Healy, Stephanie Govenden, Jennifer Baughan, Lisa MacDonald and Kerry O'Hagan. Apologies were noted.		
2	Minute of previous meeting and Matters arising (minute attached)	Item 8. L & D meeting re the training plan(Gillie and Fiona) – no progress to date (Pathway to Social Work). Item 12. Donna, Michael Cosh and Pol met – reassurance from police there is no specific trend developing in relation to violent crime. Sits under re-imagining Justice remit so will be monitored.		
3.	ICR/SCR/Learning Review Updates (in camera)	In camera		
4.	Quality Assurance Update (papers attached)	Last QA meeting was an extra-ordinary meeting with link Inspection Tim Ward. Tim reported he was satisfied and reassured by QA work undertaken. Minimum Dataset – we need to think how we collect data from the wider partnership including Education/Police data. Latest minimum dataset report was shared with CPC. Mike requested a meeting with Jonathan to discuss S & T data and trends around domestic abuse Gillie – when discussing data have been keen to look at journey from IRDs to child planning meetings and registrations which is where a lot of the rich information will come from regarding what happens to our vulnerable children. To be discussed at QA Sub-Group. . Child Protection Audit: File reading training is underway and been very well received. There is		Donna Munro & Jonathan Denovan Mike Mawby & Jonathan Denovan Margaret McIntyre Gillie Buchanan/

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		<p>a second session on Monday and an audit itself on 30th/31st May to read through 35 cases (multi-agency). Report to come to future CPC meeting.</p> <p>Scottish Borders have asked if we want to be part of data sharing with other remote authorities (Angus, Argyll & Bute, Moray and Scottish Borders) Information will not be shared outside these areas without permission.</p>		<p>Donna Munro</p> <p>Donna Munro</p>
5.	Inspection Improvement Update (paper attached)	<p>Report produced at the request of Chief Officers and similar paper being taken to the Health, Social Care and Wellbeing Committee. From Inspector's point of view we have made good progress and should consider closing Inspection plan and moving towards CPC Improvement plan, saying we have made great strides towards the Inspection Improvement Plan. CPC agreed to continue with Inspection Plan for another 6 months to ensure we are improving at the rate we said we would then reconsider.</p> <p>Chair – looking forward presenting this report to the COG and welcome comments. Great to have strengthened links with 3rd Sector partners and all are equal CPC members.</p> <p>Louise B – good work going on, good to get to the end point and show improvements and evidence. Let's conclude it with achievements and sustainability.</p> <p>Calum – since Inspection there are notable strides to improvement. We will continue to be as good as the bar we set ourselves, we just need to keep raising it.</p> <p>Chair – phrase professional challenge – let's do that around this table. If there are any issues feel free to bring them up.</p> <p>Clair – really pleased to be here with Wendy and to be recognised. To have the support of this group and to say to people who have taken on enormous responsibility in the community they have access to the information and know they are supported. Feeling more included in training. Making information relevant to our members who are seeing exploitation happening on their doorsteps but if they are not properly informed on what they are seeing the situation just gets worse. It is good to be recognised as a valued and equal partner and hope it is the start of a strong and meaningful relationship between the CPC and 3rd Sector, it will make a massive difference in keeping people safe.</p> <p>Chair – really positive we are moving forward this way.</p>		Donna Munro

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6.	Child Protection Procedures Update (papers attached)	<p>National Guidance was released in 2021 to be implemented by 2023. We started with IRDs, SCIM and Language but are finalising the overall document. The new procedures will include GIRFEC and Child Protection procedures. No significant changes for Highland. They will be signed off through the Integrated Children's Service Board. We have worked as a group to ensure the procedures are correct and it is hoped an app will be created to support staff using the new procedures.</p> <p>Note: There are no process changes we have just moved to the national timescales and our document will tie in with the national guidance.</p> <p>Please feedback comments by 24th May.</p> <p>Chair advised that <u>no changes to policy or procedures</u> will be made to this final document this is more a case of tidying up and ensuring accuracy. Particularly in relation to the Lead Agency Model. Thanks to Donna and all members.</p>	<p>Updated Guidance Feedback by 24/05/2024</p>	<p>Donna Munro</p> <p>ALL</p>
7.	GIRFEC Reset and Refresh	<p>This work was done in conjunction with ICSB to improve shared language and understanding of GIRFEC initially through delivery of roadshows.</p> <p>The GIRFEC e-module is now live on Traineasy, a longer piece of work than anticipated and used as part of a pre-requisite before attending the roadshows, for a common understanding, which themselves could be used as a platform for the new procedures. Utilised the roadshow for feedback for e-modules and to establish if modules should be mandatory.</p> <p>Feedback: staff feel more confident when obtaining consent; will look more closely at child plans; only some staff were aware of the My World triangle; some staff felt they learnt nothing at all but from a L & D development viewpoint it is encouraging as it means they understand GIRFEC.</p> <p>1 workshop held so far in Wick (capacity 55). Several more scheduled across Highland.</p> <p>Staff who attended welcomed the safe space to meet together; how beneficial it is to meet together before things reach a crisis point; dialogue about information and how some felt even if they had information to share were included around the table. All of which will be passed to the ICSB.</p> <p>General themes of Child Plans and Information sharing.</p>		<p>Fiona Mackintosh/ Sadie Kevill</p>

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		many members as possible to attend to produce the best possible outcome.		
9.	Care and Risk Management (CARM) Update (paper attached)	<p>Updated version of the Care & Risk Management in Highland.</p> <p>Carrie – Wanted to reflect on themes and ethos around the Promise and many thanks to Fiona Lorrain Smith from Youth Action who worked on developing the policy and need to emphasis the care aspect of CARM.</p> <p>Children will be invited to attend a CARM and the protocol has been changed to reflect this.</p> <p>Gillie – We have had to use protected time for police to share relevant information but it worked well with young people being at their own meeting.</p> <p>Mhairi – reference throughout about the Highland Practice Model – it is Highland Procedures and Guidance – to be updated.</p> <p>Stephanie – Looks good but cautious about saying that Practice Lead Nurses can take on the Lead Professional role, not against it but it needs clarification.</p> <p>Forensic Psychological Service – is this under or separate to CAMHS?</p> <p>Carrie – Forensic service comes under YAT.</p> <p>Stephanie – concerned for a child going through this when the lead professional is not a social worker.</p> <p>Calum - Document point 3.6 legislation has changed – send email to Gillie.</p> <p>Gillie – Lead Professional is in as there were some cases where there were discussions saying it was appropriate. It is to add flexibility.</p> <p>Jane – Reservations about this, Safe professional care and the job descriptions for YAT Lead Nurses. The role of the YAT nurse is aligned to advance school nursing . Further dialogue is needed.</p> <p>Louise – agree with Jane.</p> <p>Carrie – technical issue it would be social worker who would be the Lead Professional.</p> <p>Gillie - agree with Carrie, just make it explicit</p> <p>Bring back to next meeting to ensure the paper is correct.</p> <p>Donna – No changes to the process just the technicalities so can it be passed round members to agree rather than bring it to the next meeting.</p>	<p>Additional changes to be made and sent to CPC prior to next meeting</p> <p>Gillie, Jane, Louise B and Carrie to meet and clarify LP role.</p>	<p>Gillian Buchanan & Carrie McLaughlin</p> <p>Gillie Buchanan/ Carrie McLaughlan/ Louise Bussell/ Jane Park</p>
10.	Safe and Together	Mike expressed thanks to Margaret McIntyre and Gillie Buchanan for		

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	(papers attached)	<p>helping with the Steering Group which means future sign-offs will not need to come to the CPC.</p> <p>The training calendar for 2024 (included in the papers) is a bit behind due to the late confirmation of funding. Will be contacting all to release the Wick training dates in June, not releasing the Lochaber or second Inverness dates yet.</p> <p>Supervisor training dates will be sent out this week..</p> <p>As a newly accredited trainer (December 2023) Mike can now offer bespoke workshops – Police now looking at suitable dates.</p> <p>Hoping to catch up with Clair Nichols and Wendy Strathearn with a view to extend S & T to the broader 3rd Sector.</p> <p>Looking at the sustainability of S & T across Scotland, there are currently 32 different approaches, and looking to develop a Northern Consortium to share resources and create a more national approach.</p> <p>Mike to be invited to the next QA sub-group meeting</p>	<p>Actioned 25/04/2024</p> <p>Arranged for 20/05/2024</p> <p>Send Mike QA Sub-Group Invite</p>	<p>Mary Cameron</p> <p>Mary Cameron</p> <p>Donna Munro</p>
11.	Missing Children and Young People (verbal update)	<p>Highland currently don't have multiagency missing children procedures and working on this for sign off at next CPC meeting. Small working group set up to support this.</p> <p>Police Scotland are currently being inspected on this issue.</p> <p>Chief Officers are keen to see evidence of the procedures making a difference for children and young people.</p> <p>Next step will be to consider training required across the partnership.</p>		<p>Donna Munro</p>
12.	SCIM/Bairn's Hoose Development (verbal update)	<p>SCIM is up and running now at the point of development which will highlight issues requiring solution focussed approaches. This is a new model and will take time to be fully implemented across Highland.</p> <p>Donna - £63k received from Scottish Government for Bairns' Hoose which had to be spent by 31st March 2024 - used for upgrading two properties – Inverness and Wick. CI saw them yesterday and were impressed.</p> <p>£198k awarded for this year. To be used for further work on properties, engagement and awareness raising and tests of change to meet the Bairns' Hoose standards. Will work alongside out 3rd Sector partners to ensure we are reaching the right people.</p> <p>.</p> <p>Two launches of Bairns' Hoose planned: 23/05 – Wick 24/05 – Inverness Info to be sent out Members are encouraged to attend, this will be a big project going</p>	<p>Members to encourage services to attend launches of Bairns' Hoose</p>	<p>Margaret McIntyre, Calum Smith & Donna Munro</p> <p>ALL</p>

NO.	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/DECISIONS	RESPONSIBLE
		forward. Further updates will be given at future meetings		
13.	Any Other Business	None raised. Meeting ended at 1302		
14.	Date of Next Meeting	<p style="text-align: center;">Date of next meeting: Wednesday 11th July 2024 – 1100 to 1300</p> <p style="text-align: center;">Chair: mhairi.grant@highland.gov.uk Lead Officer: donna.munro@highland.gov.uk</p>		

Highland Council/NHS Highland Joint Monitoring Committee

Minutes of the Meeting of the Highland Council/NHS Highland Joint Monitoring Committee held in the Council Chamber, Glenurquhart Road, Inverness, on 27 March 2024 at 10.30am.

Present:

Highland Council

Mr David Fraser (Chair)
Mr Raymond Bremner
Mr Derek Brown
Ms Fiona Duncan
Mr Ian Kyle
Mr Derek Louden
Ms Fiona Malcolm
Ms A MacLean (for Mr A Christie)
Mr Brian Porter

NHS Highland

Ms Sarah Compton-Bishop (Vice Chair)
Dr Tim Allison
Mr Alex Anderson (remote)
Ms Louise Bussell
Ms Ann Clark (remote)
Ms Heledd Cooper
Ms Pamela Cremin
Mr David Park (for Ms P Dudek)
Mr Gerry O'Brien (remote)

Staff Representatives

Ms Elspeth Caithness (NHS Highland) (remote)

Third Sector, Carer and Service User Representatives

Ms Roisin Connolly, (Connecting Carers) (remote)
Mr Campbell Mair (Scottish Care - Care at Home) (remote)
Mr Ian McNamara (Highland Senior Citizen's Network) (remote)
Ms Sarah Fowler (for Dr G Rodger) (Inspiring Young Voices)

Officers Present

Mr S Steer, Director of Adult Social Care, NHS Highland
Ms R Boydell, Head of Integration, Strategy and Transformation, NHS Highland (remote)
Mrs L Dunn, Joint Democratic Services Manager, Highland Council
Ms F MacBain, Senior Committee Officer, Highland Council

Mr D Fraser in the Chair

1. Calling of the Roll and Apologies for Absence Gairm a' Chlàir agus Leisgeulan

Apologies were intimated on behalf of Mr A Christie (Highland Council), Mr John Gibson (Highland Council), Ms P Dudek (NHS Highland) and Dr G Rodger (Inspiring Young Voices).

2. Declarations of Interest/Transparency Statement Foillseachaidhean Com-pàirt/Aithris Fhollaiseachd

The Committee **NOTED** the following Declaration of Interest:

Items 7a and 7b - Mrs A MacLean

3. Minutes Geàrr-chunntas

There had been circulated and were **APPROVED** minutes of the meeting of the Joint Monitoring Committee held on 15 December 2023.

4. Future Strategic Planning Reporting to Committee Aithris planaigh Ro-innleachdail San Am Ri Teachd

There had been circulated Report No JMC/01/24 by the Executive Chief Officer Health and Social Care, and Chief Social Work Officer.

It was pointed out the report had been prepared jointly with the NHS Highland Chief Officer.

During discussion, the following issues were raised:

- it was important officers took into consideration the relationship between the Committee and the Community Planning Partnership Board;
- confirmation was sought and provided that a separate delivery plan for the Adult Strategic Plan would be produced;
- attention was drawn to the importance of being outcome focussed, and a development session would be beneficial to develop appropriate metrics, noting that experience, as well as outcomes, were of significance. Reference was made to the first iteration of the annual performance report and the iteration and measurement against national health and wellbeing outcomes;
- support was voiced for quarterly reporting on health and wellbeing outcomes;
- it was suggested there were risk implications arising from the report, such as poverty, equalities, communities etc, and these should be included in future reports;
- information was sought and provided on work being undertaken to tackle transport, with particular reference to hospital transport in remote and rural areas, and to place-based planning;
- with reference to sections 4.5 and 6 of the report, it was requested that the Council's and NHS Highland's statutory responsibilities for areas of the Adult Strategic Plan be recorded in the papers;
- the benefits of effective commissioning were highlighted, and work in this area was summarised, including the aim for a market facilitation plan; and
- it was hoped the Key Performance Indicators would be known soon, and information was sought on the publication date for the next annual performance report to ensure learning from one year was carried forward to the next. This was likely to be in July 2024.

Thereafter, the Committee **NOTED** the update and the recommendations as noted within the report.

5. Integrated Children's Services Annual Report Aithisg Ùrachaidh Sheirbheisean Chloinne Amalaichte

There had been circulated Report No JMC/02/24 by the Chair of the Integrated Children's Services Planning Board.

During discussion, the following issues were raised:

- attention was drawn to the 5% achievement of the Neuro Developmental Assessment Service (NDAS) target of less than 18 weeks, and a summary was provided of the context of the figures and actions being undertaken by NHS Highland and by the Council's Education Service to address the situation. Many of the young people who were waiting for assessment were having their needs fulfilled in an education setting, with some of the information gathered by teaching and other school staff forming part of the NDAS assessment process. It was also pointed out that performance was 24%, not 5%, and a multi-disciplinary meeting had been held in December 2023 to consider issues and improve clarity on actions. Child Health Services and Education Services had undertaken improvement work on waiting lists between January and March 2024, and continued collaboration was planned;
- the improved report format was welcomed, and it was queried whether the baseline and variation levels had changed;
- with reference to Indicators 8, 9 and 10 in the report, attention was drawn to the value of both organisations working closely on recruitment, with particular reference to Allied Health Professionals (AHPs) for both Adult Social Care and Health. In response to it being queried whether particular geographic areas were being affected, it was suggested that, while there were pressure points, there were no specifics in relation to location. A summary was provided of the commitment to producing a regional Workforce for the Future strategy, which would cover care and health professionals, and would involve a wide range of public and private sector organisations, and close working with schools and the UHI;
- the governance structure referred to in section 4.1 of the report would be useful to have articulated in the accompanying graphic;
- information was sought and provided on how to improve engagement with children and young people, with particular reference to seldom heard voices, such as care experienced young people and those with special needs. The importance of listening to young people and involving them in decisions was vital, and reference was made to the recent Rights of the Child bill. The monitoring of homeschooling was also queried. A summary was provided of the various ways in which children and young people were involved in decision-making, including the Children Services Plan, with reference to Getting it Right for Every Child, and the need to provide training for staff at all levels. The participation strategy would provide tools to facilitate participation;
- the sharing of information and resources across partner organisations to maximise resources was welcomed. The NHS Board had recently held a development session at which the use of data had been considered, and some of the issues raised might be helpful for the JMC and partners. An emphasis of this work had been the need to look at the impact of variation;
- it was queried whether there were other means of measuring performance in relation to child obesity, noting that it was increasing. Attention was drawn to the need to focus on nutrition and healthy relationships with food, and to consider indicators and baseline measures. Attention was drawn to the over-representation of some children and adults in reported data and the work that was required to address this;
- in relation to AHP challenges, it was important not to lose sight of waiting times; and

- assurance was sought and provided that the system/process/reporting issues referenced in the report, which had been impacting on the data in relation to child health surveillance for children aged 6-8 weeks, had been resolved.

Thereafter, the Committee **NOTED** the:

- i. work undertaken by the children's services planning partnership over the last few months in delivering the Highland Integrated Children's Services Plan 2023 – 2026; and
- ii. Integrated Children's Services Boards Performance management framework.

6. Adult Services Update Report Cunntas às Ùr mu Sheirbheisean Inbheach

There had been circulated Report No JMC/03/24 by the Chief Officer, Highland Health and Social Care Partnership.

During discussion, the following issues were raised:

- in response to earlier discussions on quarterly reported health and wellbeing outcomes, this would be further considered outwith the meeting;
- implementation of the Adult Strategic Plan, including joint working with the third sector partners, was vital, as was a focus on growth and innovation;
- in relation to SDS Option 1 (direct payments), concern was expressed at the lack of regulation and governance. Information was sought on the amount of data that was available to measure the impact of the use of SDS Option 1, with some anecdotally positive evidence provided. It was important to understand how success in this area could be measured. This issue would be considered in more detail by the Highland Health and Social Care Committee;
- information was sought on the wide variation (from 1 to 274) for the Carer Break Scheme Applications detailed in the section 7.5 of the report. This could be the result of provider collapse in particular localities. Further detail on this would be provided to the Highland Health and Social Care Committee;
- people experiencing delay in hospital was a national problem and exacerbated waiting times for Highland citizens awaiting elective operations;
- it was queried whether information was collated on the physical activity levels of patients delayed in acute hospitals, with reference to the possible decrease in their mobility as a result of delays. Information was sought on what could be done to encourage people to consider their future, and make arrangements for their discharge for hospital, including arranging power of attorney. In this regard, work could be undertaken with Citizen's Advice Bureaux and other organisations. Prioritising care at home adaptations could also help to avoid some people being delayed in hospital;
- in relation to SDS Option1 (direct payments), it was queried how much time providers had to spent on travel versus time with clients in remote and rural areas. Reference was made to the need to consider the provision of respite for partner-carers, to consider people in community settings, whether that be rural or urban, and to ensure fairness for the service providers;
- a paper had been co-presented to the Highlands and Islands Convention, chaired by the Depute First Minister, on the delivery of care in rural areas, with attention drawn to particular areas such as Highland's low balance of care, and the need for sustainability in a time of shrinking budgets and an

ageing population. The Highland Council Chief Executive intended to send a letter from himself and the new NHS Highland Chief Executive, after she took up her post on 1 April 2024, to the Scottish Government seeking greater flexibility in relation to the use of SDS Option 1. He also planned to write to the COSLA Chief Executive on the subject of national care home contracts and what could be done to achieve a more sustainable model and assist care providers;

- in relation to housing, while the Council had the lowest balance of care in Scotland, it had the highest level of home adaptations, with more community-led solutions being worked on. Housing waiting lists were lengthy, and around 42% of all Housing Revenue Account income was being used to service debt to the UK Treasury;
- in relation to recruitment, it was unlikely the pool of available staff would expand to meet need, and this situation would require challenging decisions to be made on the use of resources across the partnership, some of which might be unpopular with communities. It was suggested that in relation to tackling these problems in Adult Social Care, Highland was ahead of the rest of Scotland; and
- an independent sector ethical commissioning event was being held in the afternoon of 27 March 2024, which would include care provision from a rural perspective.

Thereafter, the Committee **NOTED** the work undertaken in implementing the HHSCP Joint Strategic Plan and assurance performance information as supplied.

7. Highland Health & Social Care Partnership Finance Reports Aithisgean Ionmhais Com-pàirteachas Slàinte & Cùraim Shòisealta na Gàidhealtachd

Declaration of Interest: Mrs Angela Maclean, as a Board Member of Sight Action Sensory Services, formally Sight Action, which was coming to the end of its present contracts with Highland Council for Children Services and NHS Highlands for supporting clients with Sight impairment, declared an interest in this item. Ms MacLean was also a Board Member of Sight Action, formally Highlands and Islands Society for Blind People, and left the chamber for the duration of Items 7a and 7b.

a. Highland Health & Social Care Partnership Finance Report Aithisg Ionmhais Com-pàirteachas Slàinte & Cùraim Shòisealta na Gàidhealtachd

There had been circulated Report No JMC/04/24 by the Director of Finance, NHS Highland.

During discussion, attention was drawn to the growth in younger adults requiring significant care packages, and the challenging decisions that were required to be made on how to best use resources and find innovative solutions to delivering services. An action plan was being developed to support those with disabilities transitioning from children's to adult services. It was important to build relationships across teams, with delivery of the Adult Strategic Plan being the key to success.

The Committee **NOTED** the:

- i. financial position at the end of Month 9 2023/2024; and
- ii. Adult Social Care estimate for 2024/2025 which had been built into NHS Highland's financial plan submission to Scottish Government.

i

b. Highland Council Finance Report
Aithisg Ionmhais Chomhairle na Gàidhealtachd

There had been circulated Report No JMC/05/24 by the Head of Corporate Finance, Highland Council.

During discussion, attention was drawn to the ongoing financial challenges all public sector organisations were facing. The Council's budget and delivery plan required the redesign of services, as the current model was unsustainable, and continued service delivery without change was impossible. With joint working and effective dialogue being key, it was important to share the message that service redesign was about making services sustainable during financial challenges. Reference was also made to the vital role of the third sector and the need for inclusive language.

The Committee **NOTED** the:

- i. report and financial forecast for Quarter 3 of 2023/24;
- ii. update provided regarding savings delivery for Integrated Children's Services; and
- iii. update provided regarding outlook for 2024/25 and beyond.

Closing Remarks

Mr David Fraser summarised the improvements in children's services and the aims of the adult strategy to improve outcomes for communities. With his year as Chair ending on 31 March 2024, he welcomed Ms Sarah Compton-Bishop as Chair from 1 April 2024 for 12 months, with Mr Fraser taking on the role of Vice Chair.

The meeting finished at 12.30pm



Highland VAW Partnership Meeting

12 FEB 2024, 1pm

(MS TEAMS)

- PRESENT:**
- Peter Mackenzie - **Chair**
 - Cathy Steer, Health Improvement, NHSH - **Depute Chair**
 - Catherine Russell, VAWP Team
 - Emma, RASASH
 - Gary Goddard, Prison Service
 - Gillian Hossack , Caithness & Sutherland Womens Aid
 - Isla Barton, Midwifery, NHSH
 - Iver Forsyth (Housing & Homeless Services
 - Karen Peteranna, VAWP Team
 - Lisa Buchanan, Inverness Womens Aid
 - Lorraine Revitt, Lochaber Womens Aid
 - Margaret McIntrye, The Highland Council
 - Maria Cano, CJSW, The Highland Council
 - Maureen Peden, Ross-shire Women's Aid
 - Mike Mawby, Safe & Together DI Peter Dingwall, Police Scotland
 - Myra Ross, VAWP Team
 - Lyndsay Sutherland, UHI
- APOLOGIES:**
- Elaine Lyall, VAWP Team
 - Mhairi MacDonald, Shores Forensic Facilities, NHSH
 - Iain Logan, COPFS
 - James Martin, Highlife Highland
 - Molly Gilbert, Adult Protection
 - Romy Rehfeld, RASASH

1	Welcome and Apologies	
2	Minutes of previous meeting a) Minutes were agreed and approved b) Review of Action Tracker took place and updates made.	
3	Financial (CR) a) Financial Expenditure against Income for Quarter 3, 2023 & Predicted estimated 4 th quarter expenditure. b) Standard Budget 24/25 The predicted year end expenditure work had provided an opportunity to look early at the budget for next year. Due to a potential banding increase through NHS Job Evaluation of some VAWP Support team members it now looked like the costs of salaries would just be covered by the income on an annual basis. However, salaries in the NHS have to budget at the top of the banding and therefore for new people there is a gap between top and bottom of bands so this would provide an annual underspend in salaries for the next few years on a decreasing basis. The JE results are awaited and are not expected until July. The meeting therefore agreed it would be prudent to set next year's budget, once the year end confirms actual expenditure for the year, with the JE new bandings. If this does not happen then the budget can be re-adjusted after July. c) Investment Plan applications and costs. Due to the discussions on next year's potential budget it was agreed that any discussions around investment plan applications needed to be mindful of the fact that after this has been allocated then no further expenditure would be available outside of paying for salaries for any VAWP activities. The meeting went through the application proposals and dealt with this in two sections: <u>Section 1 – absolutely essential expenditure to ensure sustainability of HVAWP over the next 2/3 years:</u> Chairs Costs – Application had been submitted. It was agreed it was essential HVAWP had a Chair to lead on all Highland GBV strategies. There is no recurring funding for this post. It was	

agreed this would be financed for 3 years until 31 March 2027.

Events & Training Costs - Application had been submitted. It was agreed it was essential HVAWP continued to raise awareness of GBV, train professionals and participate in local and national events. There is no recurring funding for this post. It was agreed this would be financed for 3 years until 31 March 2027.

Social Media and Contract - Application had been submitted. It was agreed it was essential HVAWP had a social media presence and a functioning website. The setting up costs had already been incurred and the set up near completion. The ongoing costs for a staff member to coordinator materials for social media and the maintenance of the sites via an external contractor was deemed essential for HVAWP to continue. There is no recurring funding for this. It was agreed this would be financed for 3 years until 31 March 2027 although this is reviewed annually and the contractor may change if required.

Annual MARAC Database cost– It was agreed that the database for the efficient and effective operation of MARAC in Highland and Islands had to be in place and maintained. Training and management was carried out by existing staff. It was agreed this should continue to be financed until March 31 2027.

Staff Travel/Phones – It was agreed this is clearly essential expenditure but further work will be undertaken this next year to ascertain if these can be reduced/changed. It was therefore agreed for this expenditure for 1 year until 31 March 2025.

It was agreed that it was an urgent priority to gain either increased funding and/or new funding as the above did not include increasing costs (as they are not known).

Section 2 – Proposed expenditure

It was agreed that as the meeting was set up to hear the applications this should proceed so that partners all had an opportunity to clarify any questions they may have. The meeting would also agree if these would go forward to the next meeting for further consideration in that they both meet our current priorities and are deemed important to HVAWP to progress.

The final meeting would be arranged by CR, be open to all partners, for the end of March, to discuss further and allocate a priority order and approval for expenditure this next year or not. An assessment proforma for each application would be used which would indicate an assessment of impact and how it meets priorities/developing HVAWP strategies further. All the following applications were approved for the final staged meeting

CR

	<p>discussions in March:</p> <ul style="list-style-type: none"> a. IDAA Training – 2026 b. HVAWP 1 Year/PT/FT Administrator c. MARAC Database Improvements d. NHH Hospital VAW Service Provision – CS confirmed that if funding was an issue they could revise their post requirements to consider part time/fixed term, the March meeting to feed back to CS. e. Perpetrator Prison Course Re-run – KO to submit application f. Reprinting 7 Self Help Guides g. Safe Housing Accommodation Options Appraisal h. Safe Homes – Security Improvements i. Safe Transport Poster Campaign – CR to submit application on behalf of this Highland group. <p>Full applications are available for all the above with the exception of those in Blue which now require an application to be submitted to VAWP Mailbox to be considered at the next meeting. No application will mean they cannot be considered.</p> <p>Further details on the March meeting will be circulated in due course. This will ensure that the 24/25 budget can be prepared with the final year end expenditure and approved expenditure going forward.</p>	
<p>4</p>	<p>HPP COG</p> <ul style="list-style-type: none"> a) <u>Review of COG</u> PM attended the recent development day. Most COG members are relatively new and so they are taking the opportunity to look at their objectives and operations. A development plan is expected which will inform our own reporting lines into COG and afford us the opportunity to look at our own processes to fit with that. MM to send PM & CS a meeting invitation so that they can discuss this and other things further with the benefit of MM’s knowledge of working in other areas. b) <u>Draft Report to COG from HVAWP</u> – to be written by the HVAWP Chair and Depute once delivery group reports are available. Deadline for submission to COG is 13 March. 	<p>MM</p>
<p>5</p>	<p>Data Intelligence</p> <p>CS reported that working with Public Health Intelligence she has secured progress whereby they are researching data collected by VAWP’s in other Scottish areas and the Scottish Government. The report will shortly available to HVAWP members on this. This will</p>	

	form a sound basis for our own data collection/information processes.	
6	<p>National Strategic Commissioning and Funding Review of VAWG services</p> <p>Highland VAWP have managed to secure a seat at the national meeting table with ministers and COSLA to be part of an ongoing funding project board to discuss the Independent Strategic Review of Funding and Commissioning of VAWG in Scotland. The first meeting on 7th March is being attended by the HVAWP chair.</p>	
7	<p>Highland VAWP Priority Action Plan 21-24</p> <p>Not updated due to capacity.</p>	
8	<p>Communications & Media</p> <p>a) HVAWP Social Media and Website Project Update – covered above</p> <p>b) HVAWP Communications/Media Policy Update – guidance is waited from HVAWP so that MR can progress this for the partnership. To be discussed at the next meeting if not before</p>	

<p>9.</p>	<p>Delivery Group Updates</p> <p>Due to the shortness of time and that most of the reports are still outstanding, it was agreed to ask Chairs for urgent comments and that the final delivery group reports would all be circulated with these minutes for partners.</p> <p>General agreement that the names of the groups be changed from sub group to delivery group was approved.</p> <p>a) S&T Joint Project with CPC – had been previously circulated and any questions to be emailed to MM the S&T Coordinator. MM quickly covered that they are still waiting DES funding. Confirmation for continued funding now into 2024/25 financial year.</p> <p>b) Addressing Perpetrators delivery group – Chair very quickly highlighted the forthcoming meeting with the PF’s office on NHO’s and other areas of group priority that we need their specialist input on to progress work. Another area of key focus is the use of civil courts to secure unhelpful child contact arrangements which is proving to exacerbate DA for both children and mothers.</p> <p>c) Learning, Development & Training delivery group – MM from SARCS had agreed to Chair these meetings going forward and MR had volunteered to be Depute in support. The main focus of the meeting was a review of the 16 days which had been a huge success and plans for International Women’s Day. The Chair thanked all involved and noted the hard work by everyone it took to bring this successfully to Highlands.</p> <p>d) MARAC delivery group – The coordinator highlighted that the data from 2022 and 23 had been compared which showed an increase in referrals into MARAC rising by 26% (99 cases).</p> <p>e) Service Provision delivery group – a very detailed presentation from JB of the Whole Family Wellbeing Unit, The Highland Council, took place. JB is now on the main HVAWP meetings and will continue to attend the service provision group as it was agreed we would support their work where we could and it would be beneficial to progress cross-working.</p>	
<p>10</p>	<p>Any other Competent Business</p> <p>a. <u>Annual Report</u></p> <p>CS reported she had held a meeting with VAWP support staff to progress the Annual Report – timings as follows:</p> <ul style="list-style-type: none"> • CS to have meetings with all chairs of each delivery group over this next month who will need to send information to VAWP 	

admin to compile into the report.

- Draft report to be completed by May meeting
- Final report to be available on-line by June 2024 (on-line to keep costs to a minimum although consideration for printing some copies will be undertaken to ensure equal opportunities for accessibility).
- Email updates/information etc will be circulated to all partners to keep them updated as the report progressed.

b. MARAC Administration

It was reported to the meeting that the current cover for the MARAC Coordinator had changed as the post is temporarily unable to undertake meetings and minutes (a large part of the current workload). Other MARAC admin could be undertaken in small amounts. This is ongoing and being assessed again after 3 months. It was therefore proposed:

- Additional administration support is being sourced by the PH department, on top of the current admin for database inputting. Although both are only available for short periods it is appreciated that PH are able to do this. There is some built in emergency cover as well but this is for emergencies and cannot be sustained for long – agreed.
- MARAC Meetings be recorded by MS Teams, previously trialed, so that this gave the ability for emergency cover of minute typing to be undertaken by approved screened personnel – agreed
- MARAC Meetings when the coordinator is not available would not be supported by cover. The cover would meet the chair prior to the meeting to ensure all was in order, and would be available by telephone to answer any queries. Any written updates would need to be provided by the organisations depute which is what is required in the protocol. – agreed
- The use of advance AI technology for meeting minutes to be pursued – agreed.
- The consideration in the medium/longer term of going from minutes to recording only risk/protective factors and agreed actions records to be considered. Further research capacity needed to be sourced to undertake appropriate assessments with SafeLives nationally, Data Protection, Legal requirements etc – agreed to do the research and report back to MARAC Delivery group and HVAWP.

- a. DES funding finances parts of many of the Highland front line services and the Safe and Together Highland Project. There will be a development session on 4th March to provide further information on current funding issues. Organisations are waiting

	<p>for confirmation of their funding from April 2024 onwards.</p> <p>b. <u>LA Funding</u> – meetings of the working group on the review of this are still ongoing.</p> <p>c. <u>ES Refresher</u> – Members of HVAWP were able to attend then national launch and we hope to also secure further copies of the booklet in connection with this for partners.</p>	EL
11	<p>Dates of 2023 Meetings:</p> <p>Tuesday 14 May – 1pm Monday 22 July – 1pm Wednesday 30 October – 10am</p> <p>MS Teams Invitations/agenda and papers will be sent out prior to each meeting.</p>	



Highland VAW Partnership Meeting
Minutes - 13 May 2024
(MS TEAMS)

PRESENT: Peter Mackenzie - **Chair**
 Sharon Holloway, Highland Drug and Alcohol Partnership
 Catherine Russell, VAWP Team
 Gillian Hossack, Caithness & Sutherland Women’s Aid
 Karen Peteranna, VAWP Team
 Lisa Buchanan, Inverness Women’s Aid
 Lorraine Revitt, Lochaber Women’s Aid
 Jennifer Baughan, WFWP
 Maria Cano, CJSW, The Highland Council
 Maureen Peden, Ross-shire Women’s Aid
 Margaret McIntrye, The Highland Council
 Mike Mawby, Safe & Together, The Highland Council
 DI Peter Dingwall, Police Scotland
 Ruth Pond, Housing, The Highland Council

APOLOGIES: Cathy Steer, Health Improvement, NHS
 Elaine Lyall, VAWP Team
 Donna Munro, CPC
 Iain Logan, COPFS
 Isla Barton, Midwifery, NHS
 Mhairi MacDonald, Shores Forensic Facilities, NHS
 Molly Gilbert, Adult Protection
 Myra Ross, HVAWP Team
 Romy Rehfeld, RASASH
 James Martin, Highlife Highland

		Actions
1	Welcome and Apologies	
	<p>PRESENTATION – By Sarah Griffin, Senior Public Health Intelligence Specialist Public Health Directorate (report to be circulated later)</p> <p>SG confirmed the remit she had been provided was to confirm what data exists around VAWG in Highland to support evidence based practice, better understand available data and identify gaps. This had</p>	

	involved input from existing data source holders, VAWP staff and research. SG provided an overview of her findings and the full report will be discussed in more at a session on the next development day that Sarah has kindly offered to facilitate.	
2	<p>Minutes of previous meeting</p> <p>a) Approved</p> <p>b) Review of Action Tracker Items altered as required and new tracker to be sent with the minutes</p> <p>c) Review of Risk Register – to add National Funding Review, circulate final for next meeting to then approve to send to COG for update</p>	CR
3	<p>Financial</p> <p>a) Financial Expenditure against Income for Quarter 4, 2024 - year end – noted</p> <p>b) Underspend – 24/25 working group outcomes</p> <p>It was agreed at the 8/2 meeting that the working group proposals would not need further HVAWP approval, however HVAWP need to agree/note the remaining residual monies left in the investment plan is sufficient for purposes going forward.</p> <p>Proposal agreed to go forward by the finance working group were noted and will all progress as stated in the report.</p> <p>The remaining residual monies was felt sufficient to cater for minor unforeseen expenditure throughout this year.</p> <p>A key aim going forward will be to secure improved funding for VAWP to enable the partners to achieve the requirement of the Governments refreshed Equally Safe Strategy and those they will be required from the national VAWG Funding Review.</p> <p>c) Draft Budget 24/25 – approved.</p>	
4	<p>HPP COG</p> <p>a) Draft Report to COG - Not needed for next meeting</p>	
5	<p>New work</p> <ul style="list-style-type: none"> Scotland’s Strategic Approach to challenging and deterring men’s demand for prostitution and supporting the recovery and sustainable exist of those involved in prostitution 	

	<p>HVAWP are still waiting further information from the Government as to what is required. CR is attending national meetings to keep up to date with this and HVAWP have updated COG and the National Wellbeing Committee Councillor attendee in the quarterly briefing paper.</p> <ul style="list-style-type: none"> Equally Safe Annual Returns – These are due 26 July. The VAWP team will circulate drafts for completion by all partners and the final versions will be approved at the 22 July meeting. 	
<p>6</p>	<p>National Strategic Commissioning and Funding Review of VAWG services –</p> <p>PM attended the first meeting and both he and CR are attending the next one on 18 June. The first was introductions and setting out terms of reference so it is hoped after the next meeting further updates on the national review will be provided.</p>	
<p>7</p>	<p>Highland VAWP Strategic Plan 24-27 & Highland VAWP Terms of Reference annual update</p> <p>Both documents are in the process of being updated to ensure they reflect national Scottish Government’s refresh for the Equally Safe Strategy launched in December 23. The delivery groups via partners have all fed into the updates and the final versions of the priorities to be undertaken this year were noted in the delivery group reports. Final versions of the and the final versions of the HVAWP Strategic plan and the Terms of reference will be circulated with the minutes.</p> <p>A further review of the strategic plan is planned for the Autumn development day.</p>	
<p>8</p>	<p>Delivery Group Updates</p> <p>Due to length of agenda this section the Chair will invite comments on matters to be addressed by HVAWP only and any urgent matters arising will be addressed at the end of the meeting for by those that can stay longer. All reports had been circulated prior to the meeting apart from the MARAC one so additional information was provided under this only</p> <ol style="list-style-type: none"> Addressing Perpetrators Subgroup Learning, Development & Training Subgroup MARAC Steering Group Service Provision Subgroup S&T Joint Project with CPC <p>HVAWP noted and approved the new format on agreed priorities being</p>	

	<p>addressed by the delivery groups.</p> <p>HVAWP noted all the presented information via the Delivery Groups. No further comments were made.</p>	
<p>9</p>	<p>Any other Competent Business</p> <p>a) <u>Bairns Hoose</u> – DM had prepared a written brief for the meeting:</p> <p>There has only been one meeting so far of the Bairns Hoose Board where membership was discussed and it has been highlighted that Mhairi MacDonald will be representing the VAWP.</p> <p>The rest of the meeting was used to ensure resources provided for Feb/March 2024, which cannot be rolled over, was used on the completion of the work required on the two properties identified in Caithness and Inverness. Progress has been swift and they will be looking to take stock of the Bairns Hoose Plan at the next Strategic Board meeting – please can VAWP partners pass any input to MM (SARCS) and CR for input into this.</p> <p>We were asked to highlight the launches of the Scottish Child Interview Model and Bairns Hoose which are due to take place in Caithness and Inverness on 23rd and 24th May and are likely to involve Ministerial attendance. It would be really helpful for HVAWP partners to attend and an invitation will be circulated around everyone soon.</p> <p>Margaret McIntyre is Chair of the Bairns Hoose Board and Calum Smith is Vice-Chair.</p> <p>They have asked for regular feedback and input from HVAWP as this needs to be a cross committee partnership approach which particularly will involve colleagues from health and wellbeing of children and families. CPC will remain the lead agency as funding came through the Council for this Highland wide project.</p> <p>The draft ToR for Bairns Hoose Board and the Comms Strategy will be circulated with the minutes and HVAWP are asked for input/feedback.</p> <p>b) <u>Annual Report</u> – CS could not attend the meeting but reported she had met with leads of all Delivery groups and was again asking if submissions of information to her for the report be forwarded asap.</p> <p>c) <u>Update on HVAWP website</u></p>	

	<p>The website design was finalised and now the delivery groups would all input into the content to ensure what is currently on the HVAWP website is up to date and add in other information as required. CR will collect input and feed this back to the company from the end of June/ early July Delivery group meetings. It is hoped Go Live will be in July 2024. It is still hoped to aim to involve service users in content and input. If any partners have existing service user groups who would like to input let CR know who can send you the link for the development site.</p>	
<p>10</p>	<p>Dates of 2023 Meetings:</p> <p>Development Day – Autumn 2024 - tbc Monday 22 July – 1pm Wednesday 30 October – 10am</p> <p>MS Teams Invitations/details of venue, agenda and papers will be sent out prior to each meeting. Diary dates of meetings will be sent out for acceptance as soon as possible.</p>	