

**EAST AYRSHIRE CHIEF OFFICERS' GROUP  
(CHILD, ADULT AND PUBLIC PROTECTION ARRANGEMENTS)**

**MINUTES OF MEETING HELD ON TUESDAY 1 SEPTEMBER 2009 AT 1230  
HOURS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM, COUNCIL  
HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Fiona Lees, Chief Executive; Graham Short, Executive Director of Educational and Social Services; Eddie Fraser, Interim Chair of the Adult Protection Committee and Chief Social Work Officer (Head of Service: Community Care); Susan Taylor, Chair of the Child Protection Committee (Head of Service: Children, Families and Criminal Justice), all East Ayrshire Council; Superintendent Dougie Robertson, Strathclyde Police; Wai Yin Hatton, Chief Executive and Fiona McQueen, Lead Director, Child Protection, both NHS Ayrshire and Arran.

**ALSO PRESENT:** Emma McWilliams, HMIE Lead Inspector and Len McConnell, Depute Managing Inspector for Item 1 below and Beth Weaver, MAPPA Co-ordinator SWS CJA for Item 2 below,

**ATTENDING:** Diane Burns, Child Protection Co-ordinator and Gillian Hamilton, Administrative Officer, East Ayrshire Council.

**APOLOGY:** Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support, East Ayrshire Council.

**CHAIR:** Fiona Lees, Chief Executive, East Ayrshire Council (Chair).

**JOINT INSPECTION OF SERVICES TO PROTECT CHILDREN IN EAST  
AYRSHIRE COUNCIL AREA**

1. The Group welcomed Emma McWilliams, HMIE Lead Inspector and Len McConnell, Depute Managing Inspector to the meeting.

Emma Williams provided the Chief Officers' Group with information on HMIE's revised quality indicators and the new inspection model (CP2) principals, joint self evaluation, inspection methodology and key dates for scoping, core and proportionate inspection phases and publication of report.

It was noted:

- (i) there would be opportunity for dialogue with HMIE throughout the inspection process;
- (ii) the inspection would take place over 2 weeks in 3 phases; scoping and core phases in week 1 and proportionate phase in week 2;
- (iii) scoping was crucial and had already been initiated by the Inspectors;
- (iv) on day 1, the Inspectors would read information and draw conclusions;
- (v) the Chief Officers' and 4 Child Protection Committee Members would then lead a discussion on day 2 of week 1, for 1 ½ hours, on joint self evaluation (**action: Diane Burns to timetable earlier slot for this meeting as document to be produced for afternoon scoping session**);
- (vi) the same Officers' would attend the afternoon scoping session to provide continuity;

- (vii) scoping would be ongoing up until the end of week 1, to identify positives as well as areas of uncertainty for review under the core or proportionate phases. This dual focus should be communicated during staff briefings;
- (viii) a third meeting would be held at the end of week 1 to conclude the scoping exercise;
- (ix) the core phase would review areas where there were uncertainties;
- (x) interviews with families should be held early on during the core phase as these would not be cancelled once they had been set up;
- (xi) the impact of the inspection process on service delivery was acknowledged;
- (xii) the Inspectors aimed to hand over their initial report on findings on their departure. The report would then require to be tweaked. A briefer version of the report would be published;
- (xiii) the same Chief Officers' and Child Protection Committee Members who attended the initial discussions should also attend the closing session;
- (xiv) the Inspectors would make evaluative comments on 7 key issues, these being:
  - (i) children missing from education;
  - (ii) internet safety;
  - (iii) young runaways;
  - (iv) children who may have been trafficked;
  - (v) child protection medical examinations;
  - (vi) management of sex offenders in relation to child protection; and
  - (vii) LGBT inclusion and equalities;
  - (viii) evidence should be provided of progress in these areas;
- (xv) the aim of the inspection was to minimise risk of systemic failure and to promote listening to the views of service users.

The Inspectors then left the meeting.

### **MULTI-AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA)**

2. Beth Weaver, MAPPA Co-ordinator SWS CJA joined the meeting and the Chief Officers' Group received a presentation which covered the background to and legislation associated with multi-agency public protection arrangements, identification of offenders, agencies involvement, MAPPA co-ordination, MAPPA levels, MAPPA risk definitions, the role of responsible authorities during supervision, role of the Chair, risk management and exit MAPPA (copy presentation circulated).

### **SIGNIFICANT CASE REVIEW (MAPPA): TERMS OF REFERENCE**

3. There was submitted a report dated 26 August 2009 (circulated) by the Chair of the Child Protection Committee, Head of Service: Children, Families and Criminal Justice which advised that the South West Scotland Community Justice Authority Strategic Oversight Group had commissioned a Significant Case Review and set out the terms of reference.

## **MAPPA ANNUAL REPORT 2009**

4. There was submitted and noted a report dated 26 August 2009 (circulated) by the Chair of the Child Protection Committee, Head of Service: Children, Families and Criminal Justice which advised the Chief Officers' Group on the completion of the MAPPA Annual Report 2009, which has been submitted to the Scottish Government.

### **CHILD, ADULT AND PUBLIC PROTECTION PROPOSED REPORTING ARRANGEMENTS**

5. There was submitted and noted a report dated 18 August 2009 (circulated) by the Chair of the Child Protection Committee, Head of Service: Children, Families and Criminal Justice which sought approval from the Chief Officers' Group of reporting arrangements in respect of Child, Adult and Public Protection matters.

It was agreed:

- (i) that the East Ayrshire Child Protection Committee and the East Ayrshire Adult Protection Committee would continue to report the Chief Officers' Group, represented by their respective Chairs;
- (ii) the Child Protection and Adult Protection Co-ordinators would also attend meetings of the Chief Officers' Group as a means of resourcing the Committees and ensuring that effective connections are made between each Committee and the Chief Officers' Group;
- (iii) to note that the South West Scotland Community Justice Authority Strategic Oversight Group (SWS CJA SOG) had strategic overview of all MAPPA arrangements for the three Ayrshires and Dumfries and Galloway and for this reason it differed from the Child Protection Committee and Adult Protection Committee both of which were Local Authority based;
- (iv) to note that the current Chair SWS CJA SOG is the Dumfries and Galloway Criminal Justice Social Work Manager and it would not be appropriate or possible for the post holder to attend all Chief Officers' Group meetings in each of the above Local Authority areas and for this reason the East Ayrshire representative on the Group was the link to the Chief Officers' Group (i.e. the Head of Children, Families and Criminal Justice);
- (v) to note that the MAPPA Co-ordinator operated across Ayrshire, fulfilling both strategic and operational roles and it would not be an appropriate use of resources for the post holder to attend all of the Chief Officers' Group meetings in Ayrshire and the post holder should be invited to participate in meetings on an "as required" basis;
- (vi) to update the Chief Officers' Group terms of reference to cover the new reporting arrangements;
- (vii) that Council Officers report to Cabinet on this development;
- (viii) to note that terms of reference for the Adult Protection Committee were being developed;
- (ix) to note the interim Charing arrangements for the Adult Protection Committee; and
- (x) otherwise to note the report.

**MINUTES OF PREVIOUS MEETING – EAST AYRSHIRE CHIEF OFFICERS;  
GROUP (CHILD, ADULT AND PUBLIC PROTECTION ARRANGEMENTS)**

6. There was submitted and approved as a correct record Minutes of the previous meeting of the East Ayrshire Chief Officers' Group (Child, Adult and Public Protection Arrangements) held on 2 June 2009 (circulated).

**CO-LOCATION OF CHILD AND ADULT PROTECTION COMMITTEES  
STAFF/RESOURCES AND CONNECTION WITH PUBLIC PROTECTION STAFF**

7. There was submitted a joint report dated 28 August 2009 (copy enclosed) by the Chair of the Child Protection Committee: Head of Children, Families and Criminal Justice and the Interim Chair of the Adult Protection Committee and Chief Social Work Officer: Head of Service: Community Care which advised on progress with the proposal to co-locate the Child and Adult Protection staff/resources, providing touchdown space for public protection staff.

It was agreed:-

- (i) that accommodation searches be undertaken for office space for up to 12 (administration and professional functions), training and conference room space to service the Committee's and staff training/development and storage space recognising the need to manage and co-ordinate the public information function;
- (ii) that the above search include the North West Area Centre, Balmoral Road and school estate;
- (iii) to note that there was no provision for infrastructure within the funding arrangements for the Adult Protection Committee; and
- (iv) otherwise to note the report.

**INSPECTION CO-ORDINATION GROUP**

8. There was submitted a report dated 27 August 2009 (circulated) by the Chair of the Child Protection Committee, Head of Service: Children, Families and Criminal Justice which provided an update on the work of the Inspection Co-ordination Group.

It was agreed:-

- (i) that the Chair and Vice-Chairs of the Child Protection Committee determine appropriate attendance at meetings with HMIE and review and reissue the timetable for inspection in light of the earlier briefing (paragraph 1 above);
- (ii) to note that Committee Room 1, Council Headquarters, London Road, Kilmarnock was reserved for the Inspectors;
- (iii) to note that Ian George was currently reviewing the Child Protection Committee's website and links;
- (iv) that self evaluation focus on multi-agency (as opposed to single agency) processes;
- (v) that the Chief Officers' Group meeting scheduled for 5 October 2009 focus on arrangements for the scoping phase; and
- (vi) otherwise to note the report.

## **DEVELOPMENT DAY**

9. There was submitted a report dated 27 August 2009 (circulated) by the Chair of the Child Protection Committee, Head of Service: Children, Families and Criminal Justice which advised on the outcome of the East Ayrshire Child Protection Committee Development Day which took place on 22 June 2009 and sought approval of chairing arrangements.

It was agreed:-

- (i) to note the revised vision statement and logo for the Child Protection Committee;
- (ii) that consideration be given to the Child Protection Committee's proposed constitution (as revised);
- (iii) that future consideration be given to a constitution and chairing arrangements for the Chief Officers Group;
- (iv) that the Head of Service: Children, Families and Criminal Justice continue as Chair of the Child Protection Committee and appoint additional scrutiny as required; and
- (v) otherwise to note the report.

It was further agreed to seek guidance from Ailie MacPherson Organisational Development Manager, Corporate Support, Human Resources, East Ayrshire Council regarding facilitating the self evaluation meeting with HMIE Inspectors.

## **AYRSHIRE WIDE WORK ACTION PLAN: CHILD PROTECTION**

10. There was submitted a report dated 1 September 2009 (circulated) by the Chair of the Child Protection Committee, Head of Service: Children, Families and Criminal Justice which advised on work taking place on an Ayrshire wide basis in order to increase capacity through working together across the 3 Ayrshire Child Protection Committees.

It was agreed:-

- (i) to support the work being undertaken on an Ayrshire wide basis; and
- (ii) otherwise to note the report.

## **A JOINT RESOURCING FRAMEWORK FOR CHILD PROTECTION**

11. There was submitted a report dated 28 August 2009 (copy enclosed) by the Chair of the Child Protection Committee, Head of Service: Children, Families and Criminal Justice which set out key principles which would inform the development of a joint resourcing framework for child protection.

It was agreed:-

- (i) to approve the key principals contained in the report, viz:-
  - shared understanding of the service levels within each agency, specific to Child Protection practice;
  - open communication in respect of service challenges and demands;

- Transparent sharing of information about the deployment of resources across East Ayrshire;
  - Early notification of recruitment/retention issues which impact on service delivery;
  - Early sharing of information regarding the intention of agencies to revise/develop services, and the impact for partners; and
  - Regular review of opportunities for joint service developments which maximise the use of resources;
- (ii) that work be undertaken to develop a joint resourcing framework; and
- (iii) otherwise to note the report.

It was further noted that NHS Ayrshire and Arran had a library resource which could be shared with partner agencies.

### **GETTING IT RIGHT FOR EVERY CHILD GROUP**

- 12.** There was submitted a report dated 28 August 2009 (circulated) by the Chair of the Child Protection Committee: Head of Service: Children, Families and Criminal Justice which advised on developments in respect of the Girfec Group.

It was agreed:-

- (i) to note the outcome of a meeting held in June 2009 which considered how to further develop the Girfec Group, with a particular focus on preventing duplication, improving the use of staffing resources and developing as a Screening Group;
- (ii) that copy correspondence confirming the above to those who had participated in the meeting be circulated to the Chief Officers' Group;
- (iii) to note the response from Boyd McAdam, Head of Getting it Right for Every Child Team, Scottish Government to a request made by the Chair on behalf of the Chief Officers that an independent evaluation of the Girfec Group be carried out as part of the pathfinder evaluations, that this would not be possible;
- (iv) that the Chair of the Chief Officers' Group follow up the above response requesting a timescale for evaluation of the pathfinders, given that agencies were in a position to move forward locally;
- (v) that a research proposal/bid be submitted to the Community Planning Board with a view to securing funding for an independent evaluation of the Girfec Group; and
- (vi) otherwise to note the report.

### **INFORMATION ITEMS**

- 13.** There were submitted and noted:-

- (i) Minutes of the Child Protection Committee meeting held on 19 May 2009 (circulated);
- (ii) Minutes of meetings of the Adult Support and Protection Implementation Committee held on 24 February, 9 June and 4 August 2009 (circulated); and

- (iii) Minutes of the South West Scotland Community Justice Authority Multi-Agency Public Protection Arrangements (MAPPA) Strategic Oversight Group meeting held on 13 May 2009 (circulated).

### **SIGNIFICANT CASE REVIEWS**

14. Following consideration of the arrangements for significant case reviews it was agreed:-

- (i) the Chief Officers' Group would continue to receive reports on significant case reviews carried out by the Child Protection Committee for scrutiny purposes;
- (ii) that in undertaking significant case reviews, different methodologies were required, proportionate to the review;
- (iii) that it could be included in the MARS' remit to hold a register of individuals able to carry out significant case reviews;
- (iv) to note that the report on the significant case review (AH) was now signed off, subject to inclusion of outstanding information from Strathclyde Police and a timescale for the action plan; and
- (v) that an integrated action plan for all East Ayrshire Significant Case Reviews was required.

The Chair of the Child Protection Committee: Head of Service: Children, Families and Criminal Justice then gave a presentation on the significant case review (CL) and an executive summary report was circulated.

Arising from the presentation it was agreed:-

- (i) to note the findings from the review and that these would be converted into an action plan;
- (ii) that the executive summary be forwarded to HMIE;
- (iii) that a further meeting with the family be held to reflect on interventions;
- (iv) that significant case reviews were an opportunity to improve practice and a mechanism should be introduced for auditing processes to ensure practice improved as a result of any significant case review undertaken, and to trace common themes;
- (v) that a briefing session be held for all staff involved in the significant case review;
- (vi) that local multi-agency sessions/events be held to roll out learning;
- (vii) that good practice significant case reviews should also be undertaken; and
- (viii) that further consideration be given to the substance misuse model/integrated approach to interventions.

The meeting terminated at 1715 hours.