

**Minutes of West of Scotland Child Protection Chairs Consortium
Held on 26th August 2010 at Jackton**

Present: H Anne Ritchie, West Dunbartonshire CPC
 Tim Huntingford, Renfrewshire CPC
 Susan Taylor, East Ayrshire CPC
 Norman Dunning, South Lanarkshire CPC
 Donald Urquhart, Glasgow CPC
 Kenneth Ritchie, Inverclyde CPC
 John Weir, Police Public Protection
 Paul Carruthers, Police Public Protection
 Rikki Sneddon, East Dunbartonshire CPC
 Jillian Russell, North Ayrshire CPC
 George Graham, Dumfries and Galloway CPC
 Myra Frankland, East Renfrewshire CPC
 Kevin Quinn, South Ayrshire CPC
 Ruby Parry, Reconstruct
 Mark O'Donnell, JIIT Co-ordinator

Apologies: Safaa Baxter, East Renfrewshire CPC
 Dougie Dunlop, Argyll and Bute CPC
 Moira McKinnon, Glasgow CPC
 Tony Keogh, East Dunbartonshire CPC
 Fiona Stevenson, Glasgow CPC
 Joanne Sharp, North Ayrshire CPC
 Hugh Carswell, South Ayrshire CPC

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| 1. | Anne Ritchie welcomed everyone to today's meeting particularly Ruby Parry from Reconstruct who had been in Glasgow to progress the West of Scotland Procedures and was, fortunately, able to attend. | |
| 2. | Matters Arising from Meeting held on 27th May 2010 | |
| 2.1 | <p><i>West of Scotland Procedures</i></p> <p>Tim Huntingford reported that there has been significant progress in producing the final draft of the procedures, including the appendices. Ruby Parry, from Reconstruct, explained that she was previously an Assistant Director in South West England who was involved in putting their site in place. Ruby had experienced many of the frustrations of this process but was very encouraging about the value of the end result. Following detailed discussion the following points were agreed and clarified.</p> <ul style="list-style-type: none"> • Ruby will put the current draft of the procedures | |

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| | <p>(updated following the work she has undertaken during the course of this visit) on the website by the beginning of September.</p> <ul style="list-style-type: none"> • This will be badged as “Draft for Consultation” at this stage and final comments need to be made back to Reconstruct by the end of September. *Please note, in consultation with Tim Huntingford, the final date for comments back to Reconstruct is now 15th October.* • Following final comments the procedures will then badged as “interim” until the National Guidance is available. This means that the note that the procedures are for consultation will be removed. • It was agreed that we need to keep a small steering group in place to deal with changes (for example the new National Guidance will be an important event and our procedures may need to be adjusted in accordance). Tim Huntingford pointed out that guidance is exactly that <u>guidance</u> but our procedures will be binding on our staff. <p>It was agreed that the Steering Group will comprise Paul Carruthers, MCN Rep (hopefully Derek Cox who has already been involved), Myra Frankland, Rikki Sneddon, Moira McKinnon. Operational Managers, Educational rep.</p> <ul style="list-style-type: none"> • Clarified that the original contract with Reconstruct was done by Renfrew and any issue of intellectual property therefore rests with this group through Renfrew Council. • It was agreed that the remit for comment on the eLearning Training Tool should go to the Training Officers’ Group. Glasgow chair this and Donald Urquhart will ask the Glasgow Training Officer to put this on the agenda. It was agreed that we require one specialist Child Protection Training Tool plus a more broadly based awareness raising tool. • There was discussion around launching the procedures and perhaps linking this to the launch of the National Guidance and Tim and Anne agreed to discuss this possibility with the Scottish Government. However, some members of the group were not convinced of the value of doing both of these things together and this will be returned to at our next meeting. <p>On behalf of the group, Anne Ritchie again thanked those people who have been putting such considerable effort into progressing this.</p> | <p>All to give comments by 15th October</p> <p>All to consider who might be able to contribute to this group, particularly suitable operational and education input.</p> <p>Next Meeting</p> |
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| <p>2.2 2.2.1</p> | <p><i>Joint Investigative Interview Issues</i></p> <p>Mark O'Donnell was present and distributed three papers; a consent form for use of JIIR recording, Guidance re the Consent Form and a Note of the JIIT Steering Group comments on the responses received.</p> <p>John Weir raised the question of withdrawal of consent as although it is noted on the form that the person signing can withdraw consent at any time the mechanism for doing this is not clear.</p> <p>During discussion it was clarified that the use of the recording is not for training but is about auditing and peer review. Managers need to make sure that work is being done properly. It was noted that any comments, including negative comments about the quality of a JII, would be disclosable to the Procurator Fiscal who might decide to give this to the defence.</p> <p>Jillian Russell reported that the Steering Group want to create a standard audit tool as a separate piece of work.</p> <p>There was discussion around whether it would only be Police Officers and Social Workers who would look at the interviews and it was agreed that this would be the case.</p> <p>Agreed that some very slight modifications are still needed to the form and that we would aim to have the form ready for implementation when the new guidance on joint investigative interviewing is issued by the Government.</p> <p>2.2.2. John Weir reported on the issue of visual recording facilities and that the Focus Group he had been seeking to set up is now in place. The group has good geographical and agency representation. Paul Carruthers has made contact with Tom Little, the National VRI Implementation Officer and he will be involved in this work.</p> <p>2.2.3 Agreed that the JIIT Annual Report could be distributed.</p> | |
| <p>2.3</p> | <p><i>Review of National Guidance</i></p> <p>Gillian Buchanan has been in touch to say that the sessions around the Country to discuss the National Guidance have been going very well and there have been numerous comments which will be considered and incorporated into further work.</p> | |
| <p>2.4</p> | <p><i>Child Trafficking</i></p> <p>John Weir reported that Gillian Gardiner has now formed the</p> | |

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| | <p>Focus Group as discussed at the last meeting. The Glasgow Guidance is still developing and once this work is completed John will ask Gillian to provide any appropriate update.</p> | |
| <p>3.</p> | <p><u>Domestic Abuse/Implementation of GIRFEC</u> Anne had written to all Directors of Social Work, Chief Social Work Officers and the members of this Consortium to inform them of an event to be held in October at Jackton to consider best practice across the Strathclyde Police Force area in relation to Domestic Abuse and non offence referrals.</p> <p>Since then Sarah Smith has written regarding the roll out of GIRFEC across the West of Scotland and suggesting that the CPC Chairs Consortium might be a suitable forum in which to have this matter progressed. In response to that letter Anne Ritchie had written back to say that she was confident that this group would wish to assist in any way possible but that the Consortium no longer has a significant overlap of membership with those people most directly involved in the implementation of GIRFEC. The meeting confirmed this to be the case and agreed the content of the letter.</p> <p>Anne agreed to continue to liaise with Boyd McAdam and members of the GIRFEC Team regarding this issue and to report anything back to this group as required or useful.</p> | |
| <p>4.</p> | <p><u>Emotional Abuse Guidelines</u> Myra Frankland noted that Safaa had only requested that this be on the agenda to draw people's attention to the guidelines which had already been circulated.</p> | |
| <p>5.</p> | <p><u>Significant Case Reviews</u> Donald Urquhart had asked that this be on the agenda to draw people's attention to a request from Rosslyn Crocket, Board Nurse Director with NHS Greater Glasgow and Clyde, asking that the CPCs within GG&C Health Board seek to standardise approaches to Significant Case Review protocols as far as possible. This matter will be referred back to the relevant CPCs.</p> | |
| <p>6.</p> | <p><u>Request for Assistance from Adrian Lawrie of ELBEG</u> The Edinburgh, Lothian and Boards Executive Group (ELBEG) are undertaking a risk analysis of their work and have requested information from anyone who has already done this. They are also offering to share the results of their work with us at a later date. When a copy of Adrian Lawrie's</p> | |

Agenda Item 21

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| | correspondence is received, this will be circulated to members for information and action if appropriate. | |
| 7. | <u>Date of Next Meeting</u> 25 th November at 2pm | |