

## **EAST AYRSHIRE CHILD PROTECTION CHIEF OFFICERS' GROUP**

### **MINUTES OF MEETING HELD ON MONDAY 8 SEPTEMBER 2008 AT 1230 HOURS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM, EAST AYRSHIRE COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Fiona Lees, Chief Executive; Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; Graham Short, Executive Director of Educational and Social Services and Kay Gilmour, Acting Executive Head of Social Work, all East Ayrshire Council; Chief Superintendent William Fitzpatrick, Strathclyde Police and Detective Inspector David Summerhill, both Strathclyde Police and Fiona McQueen, Lead Director (Child Protection), NHS Ayrshire and Arran.

**ATTENDING:** Gillian Hamilton, Administrative Officer, East Ayrshire Council.

**APOLOGY;** Wai Yin Hatton, Chief Executive, NHS Ayrshire and Arran.

**CHAIR:** Fiona Lees, Chair.

#### **MINUTES OF PREVIOUS MEETINGS**

1. There were submitted and approved as a correct record Minutes of the previous meeting of the East Ayrshire Child Protection Chief Officers' Group held on 27 May 2008 (circulated).

#### **MATTERS ARISING**

##### **2.1 CHILD PROTECTION CO-ORDINATOR**

It was noted that Francis Milne had taken up the position of Child Protection Co-ordinator.

##### **2.2 SIGNIFICANT INCIDENT REVIEW**

It was noted that Neil Robertson, Strathclyde Police was now leading on the Significant Incident Review. It was also noted that all scheduled interviews had been carried out and an analysis of case files completed. Two additional interviews required to be undertaken. The Child Protection Committee had agreed to have a special meeting mid-October for consideration for the Significant Incident Review report prior to submission to the Chief Officers' Group.

#### **EAST AYRSHIRE CHILD PROTECTION COMMITTEE**

3. There were submitted for information Minutes of the previous meeting of the East Ayrshire Child Protection Committee held on 3 June 2008 (circulated).

It was agreed:-

- (i) to note that the East Ayrshire Charter of Rights was currently being printed for wide circulation; and
- (ii) otherwise to note the Minutes.

**EAST AYRSHIRE CHILD PROTECTION BUSINESS PLAN 2007/08,  
STATISTICAL AND DEMOGRAPHIC DATA AND ANALYSIS, AND EAST  
AYRSHIRE CHILD PROTECTION BUSINESS PLAN 2008/11.**

4. There was submitted a report dated 24 July 2008 (circulated) by the Interim Child Protection Committee Chair which provided the Chief Officers' Group with the 2007/08 Review of the Annual Business Plan, Statistical and Demographic Data and Analysis, and the East Ayrshire Child Protection Business Plan 2008/11.

During discussion on the Annual Report and Business Plan it was agreed:-

- (i) to note that following discussion with key officers across agencies, the opportunity had been taken to better align the Child Protection Business Plan and the East Ayrshire Children and Young People's Services Plan. Consequently the Child Protection Business Plan had been developed for 2008/11, as opposed to a single year plan relating to 2008/09. This would allow the Children and Young People's Services Plan and the Child Protection Business Plan to be more fully integrated along with the Community Planning Partners' Single Outcome Agreement;
- (ii) to note that the Business Plan reflected the action points contained in the report on the Joint Inspection of Services to Protect Children and Young People in the East Ayrshire Council area;
- (iii) to note that a Child Protection Committee Seminar would be held early 2009 to consider the statistical information contained in the Business Plan;
- (iv) to note that an Ayrshire-wide exercise was being carried out to review the paperwork required to support an integrated assessment framework, which would bring together all assessment processes into one coherent system. The weight of paperwork was onerous, particularly for children with low level needs. The Council's Acting Head of Community Support was involved in this work. The Early Information and Pre-Referral Group, which fulfilled some of the requirements of IAF should also be factored in. A rolling programme of training for IAF would require to be established. There was no dedicated IT solution for IAF. Officers had visited a Multi-Agency IAF pilot in Highlands where the same operational issues had been identified. However, Highland benefited from Health and Police having co-terminous boundaries with the Local Authority;
- (v) to note that a response from Standby Services to issues raised by the Council at a formal meeting held during August 2008 was due early in October. Meantime, the Acting Executive Head of Social Work would review with the Council's Legal Services the Service Level Agreement with Standby and look at Standby arrangements in other Local Authority areas;
- (vi) to note in relation to funding for publicity and any other Child Protection activity that partners would contribute on an ad hoc basis, and host events in turn. The Acting Executive Head of Social Work would cost activities which required to be funded and liaise with members of the Chief Officers' Group on this matter. Partners would also highlight Child Protection in their respective in house publications;
- (vii) otherwise to approve the Business Plan;

- (viii) that the Acting Executive Head of Social Work advise the Child Protection Committee accordingly;
- (ix) that the Business Plan be lodged on the Child Protection website;
- (x) that sub-groups report back on progress with actions in due course;
- (xi) to note that within the Council the Business Plan would be submitted to Cabinet;
- (xii) to note that Health and Police would submit the Business Plan to the appropriate Committees within their own organisations; and
- (xiii) to thank all officers involved in the production of the Business Plan.

#### **GETTING IT RIGHT FOR EVERY CHILD (GIRFEC) – EARLY INFORMATION AND PRE REFERRAL GROUP UPDATE**

5. There was submitted a report dated 16 July 2008 (circulated) by Superintendent Douglas Robertson, Sub Divisional Officer, Strathclyde Police (Chair) which provided an update on the establishment of the Early Information and Pre-Referral Group.

It was agreed:-

- (i) to note that notwithstanding this work was onerous for officers in terms of the increasing volume of cases referred, time required for preparation for meetings and duration of meetings, there had been demonstrable benefits to children and significant interventions achieved as a result of the pilot process;
- (ii) to note that a further report would be submitted by the Chair to the Chief Officers' Group before the end of the pilot in November 2008;
- (iii) to note that the Chief Officers' Group would meet with the Authority Reporter on 3 October 2008 to discuss the arrangements in place in respect of the pilot, this date being around the mid point of the pilot phase;
- (iv) to note that agencies, particularly Educational Services during school holidays and the Health Visiting Service were reviewing internal systems to enable provision of information to the group;
- (v) to note that the vast majority of referrals required a response from Social Work and many of the referrals were related to addiction issues;
- (vi) to note that the Child Protection Committee had received a presentation from Reconstruct Scotland on a project carried out to clarify the extent of problematic substance misuse affecting households in East Ayrshire containing children, and that this had lead to discussion on the availability of ADAT funding for Community Planning Partnerships and the opportunity for the Child Protection Committee to shape a funding bid to the Community Planning Partnership Unit. It was noted that details of conditions for funding and spending criteria were awaited in respect of the ADAT funding;
- (vii) to note that the Child Protection Committee sought clarification regarding the evaluation of the pilot, whether this would be about the process, or the outcomes for children in respect of which there was currently no mechanism for partners to report back to the group.

There followed further discussion on sustaining the group at the end of pilot, relationship building between agencies and trust, frequency of repeat cases,

constant flow of new cases into the system, resourcing of inputs and outputs and disposals, longer term influence on the Child Protection Business Plan and Audit Sub Committee's role in evaluating the pilot.

Following the discussion it was agreed to note the report at this point time.

### **EAST AYRSHIRE SIGNIFICANT INCIDENT REVIEWING PROCEDURES**

6. There was submitted Significant Incident Reviewing Procedures which had been approved by the Child Protection Committee subject to the Chief Officers' Group's endorsement.

It was agreed:-

- (i) to approve the Procedures for circulation and immediate use by agencies; and
- (ii) to note that the procedures were already being followed within partner agencies.

### **CHILD PROTECTION COMMITTEE CONFERENCE**

7. It was reported verbally by the Acting Executive Head of Social Work that the proposed topics for the forthcoming Child Protection Committee Conference were Corporate Parenting and involving Children In Services.

It was agreed:

- (i) to approve the proposed topics for the conference; and
- (ii) to note that the conference would be funded by the Community Safety Partnership.

### **DATE OF NEXT MEETING**

8. It was noted that the next meeting of the Chief Officers' Group would be held on 23 October 2008 at 1400 hours in the Chief Executive's Conference Room, Council Headquarters, London Road, Kilmarnock and would include discussion with the Authority Reporter on the Girfec pilot.

The meeting terminated at 1340 hours.