

**EAST AYRSHIRE OFFICER LOCALITY GROUP
FOR CHILDREN AND YOUNG PEOPLE**

**MINUTES OF MEETING HELD ON MONDAY 16 NOVEMBER 2009 AT 1400 HRS
IN MEETING ROOM 1, EAST AYRSHIRE COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Kay Gilmour, Head of Service: Community Support; Jim Lyon, Principal Officer, Children; Andy McDonald, Service Manager, Performance and Development; Geoff Crow, Housing Needs Officer; Joyce Campbell, Planning and Review Officer; and Karen McCracken, Housing Options Manager, all East Ayrshire Council; Katie Kelly, Community Health Partnership Facilitator and Joanne Sharpe, Health Care Manager; Anne Gow, Assistant Nurse Director, Primary Care; Claire Armstrong, Operations Manager, CAMHS; Cathy Roarty, Lead Public Health Practitioner and Sharon Hardy, Health Promotion Manager, all NHS Ayrshire and Arran.

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

APOLOGIES: Andrew Sutherland, Head of Service: Schools Support; Susan Taylor, Head of Service, Children, Families and Criminal Justice; Janie Allen, Principal Officer, Early Education and Childcare; and Angie Bennett, Leisure Development Manager, all East Ayrshire Council; and Carol Fisher, Health Care Manager and Donna McKie, Clinical Nurse Manager, both NHS Ayrshire and Arran.

MINUTES OF PREVIOUS MEETING

1. There were submitted and approved as a correct record, Minutes of the previous meeting held on 9 September 2009 (circulated).

1.1 MATTERS ARISING

1.1.1 Domestic Abuse Forum

It was agreed that the Domestic Abuse Forum should report to the next meetings of both Officer Locality Groups on the outcome of their discussions on where the Forum should sit in the CHP structure, and on a proposal to rename the Forum in line with national guidance in respect of violence against women.

1.1.2 Portal

Katie Kelly undertook to address issues raised regarding access to the portal.

1.1.3 Getting it Right for Every Child: A Framework for Action Within Learning Communities

It was noted that following agreement at the previous meeting that members forward any issues to Kay Gilmour, no comments had been received.

1.1.4 Agenda Items for Next Meeting

It was agreed that the items identified at the previous meeting, those being Interface with the Voluntary Sector, and Children and Young People's Representative Forum, and a further item, Presentation on Accommodation Services, be carried forward to the next meeting.

GIRFEC/IAF (INTEGRATED ASSESSMENT FRAMEWORK)

2. The paperwork to support IAF was circulated and it was noted:
- (i) a single form would combine initial and comprehensive assessments. Guidance would be rolled out in training;
 - (ii) work was progressing on GIRFEC staged intervention model, compliant with lead agencies;
 - (iii) paperwork for SBR, CP, LAAC and CAT would initially be rolled out on a phased basis. Section 23 Assessments would not be included at this stage.;
 - (iv) CP1 would be part of the comprehensive integrated assessment;
 - (v) additional information was incorporated for Child Protection conference purposes;
 - (vi) Unique Child Identifiers relevant to individual agencies should be used pending an electronic solution;
 - (vii) feedback from HMIE Inspectorate indicated evidence of integrated assessment leading to better outcomes for children and young people; and
 - (viii) Highland Pathfinder research was soon to be published. Findings indicated some reduction in duplication and, as a result, release of resources.

It was agreed:

- (i) that the Ayrshire-wide group consider the differences across the three local authority areas to highlight the changes and benefits;
- (ii) that the guidance be issued to members of the Officer Locality Group and Training Sub-Group; and
- (iii) otherwise, to approve the paperwork in principle, subject to circulation of the guidance.

NOTE OF INTEGRATED RESOURCE FRAMEWORK MEETING

3. There was submitted the Note of the Integrated Resource Framework meeting held on 2 November 2009.

It was agreed:

- (i) that Joanne Sharpe share the "Definition of Complex Needs" with the Officer Locality Group;
- (ii) to note that IRF was concerned with different models for using resources more effectively potentially leading to reconfigured services;
- (iii) that Katie Kelly share the contents of a presentation on IRF, and members consider a future presentation to the OLG; and
- (iv) to note that the project initiation document was being worked on to draw down funds.

CHP SUB-GROUP FEEDBACK

4. It was noted:
- (i) the Early Years/Early Intervention Sub-Group were mapping their work;

- (ii) the GIRFEC/IAF group were progressing training;
- (iii) the Health and Wellbeing Sub-Group's work was on target, including the Infant Feeding Strategy, Solihull rollout and Sexual Health Strategy. NHS and Council Officers would link on the Infant Feeding Strategy to further promote this. Sharon Hardy would forward the Sexual Health Strategy documents to Katie Kelly for cascade;
- (iv) Jim Lyon, in his new capacity as Senior Manager, Children and Families, would have a role in the Corporate Parenting Sub-Group;
- (v) Danny Stuart would be invited to provide feedback on the Community Safety Partnership;
- (vi) a starter paper would be submitted to the next Officer Locality Group meeting on financial inclusion; and
- (vii) both Officer Locality Groups would have regular representation from the Alcohol and Drugs Partnership.

CHILD PROTECTION INSPECTION UPDATE

5. East Ayrshire's inspection had been positive. All evaluations were satisfactory or above. A draft report would be made available by HMIE in December, followed by a final report mid-February. Three good practice examples had been accepted. The Child Protection Committee Chair would issue a statement for wide circulation. The whole process had been open and transparent with a clear focus on outcomes. The Inspectors would work with officers on areas for improvement.

PANDEMIC FLU UPDATE

6. It was noted that the vaccination programme was dictated by supply. First priorities were young children with an underlying disease, and Health and Social Care staff. The next priorities were ages 19-65+ with an underlying disease. Guidance was expected regarding a general vaccination programme in schools. The situation population-wide was being monitored. There appeared to be a high level of immunity, and there had been less cases than anticipated.

SCOTTISH GOOD PRACTICE GUIDELINES FOR SUPPORTING PARENTS WITH LEARNING DISABILITIES

7. The Officer Locality Group noted the Cumnock pilot and follow-up research on parents with learning disabilities, linked to the mainstream Parenting Support Strategy.

It was agreed to consider current practice against the good practice (circulated) and how to link to the Health Improvement Strategy.

SCHEDULE OF MEETINGS

8. It was agreed that meetings be held during 2010 as follows:-

Tuesday 26 January at 1400 hrs; Monday 15 March at 0930 hrs; Tuesday 11 May at 1400 hrs; Tuesday 22 June at 1200 hrs; Tuesday 10 August at 1400 hrs; Tuesday 28 September at 1400 hrs; and Tuesday 16 November at 0930 hrs, all in Meeting Room 1, Council Headquarters, London Road, Kilmarnock.

INFORMATION ITEMS

9. The Officer Locality Group received the following items for information:
- (i) Pan-Ayrshire Health Improvement Strategies/Action Plans/CEL implementation;
 - (ii) HBSC Briefing Paper 16;
 - (iii) LAC Educational Outcomes;
 - (iv) Primary Care Strategy Consultation Response;
 - (v) 08/09 SOA Performance Report;
 - (vi) Invitation flyer for HM Indicators event, 1 March 2010;
 - (vii) Programme for MH Indicators event, 1 March 2010; and
 - (viii) Child Protection Committee Minutes of Meeting held on 16 August 2009.

ANNUAL SEMINAR FOR CHILDREN'S SERVICE PLAN

10. It was agreed to host an Annual Seminar for the Children's Service Plan as a mechanism for engaging practitioners. Details would follow.

AWARDS

11. The Officer Locality Group noted a recent award to the MEND Initiative and the Ayrshire and Arran Volunteering Award.

The meeting terminated at 1525 hrs.