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| Children’s Services Board  |
| **MEETING TITLE:** Children’s Service Board | **MEETING DATE:** 19th of April 2021 |
| **ATENDEES:** **Chair:** * Graeme Simpson GS ICS Board Chair/ ACC/ CSO Integrated Families and Children’s Services

**CSB Lead Contact/Minutes:*** James Simpson JS ICS Lead Contact CPP Performance and Strategy Development Officer

**Statutory and Standing Members Present:*** Andrea McGill   AMcG     ACC/Children’s Services Manager
* Derek McGowan DM ACC/Chief Officer Early Intervention and Community Empowerment
* Eleanor Sheppard ES     ACC/Chief Education Officer
* Fiona Michelhill FM AHSCP/Lead Nurse
* Kymme Fraser KF ACC/Service Manager
* Neil McDonald NM Police Scotland/ Superintendent
* Nicola Anderson NA AHSCP/ Nursing Service Manager / Lead Health Visitor
* Tracy Davis TD NHS/ Child Health Commissioner

**Additional Attendees:** |
| **APOLOGIES:** * Dave Humphry DH RGU/Senior Lecturer
* Maggie Hepburn MH ACVO/Chief Executive
* Paula Martin PM ACC/Project Management Officer (Child Friendly Cities)
* Robin McGregor RM NESCol/ Vice-Principal Curriculum and Quality
* Roma Bruce Davies RBD SCRA
* Simon Rayner SR ADP/ Team Lead, Operational & Planning Manager - Substance Misuse Services
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| **NO** | **AGENDA ITEM** | **NOTES OF DISCUSSION** | **ACTIONS/ DECISIONS** | **BY WHOM** | **WHEN** |
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| **1.** | **Welcome and Apologies** |  |  |  |  |
| **2i.** | **Minute from Last ICS Board Meeting for Approval**  | Approved  |  |  |  |
| **2ii.** | **Matters Arising** | Matters arising included in substantive agenda items below |  |  |  |
| **3.** | **Quality Assurance Framework Audit** | **Audit 2: Joint CSB/CPC Audit of Neglect Update**KF Provided a brief update on progress of the audit. A workshop discussing the findings of the audit took place on the week of the 3rd of March.BN has drafted a report based on the responses to the audit questions as well as the 283 responses from the associated work force survey.The report is on track to be taken to the CSB on the 31st of May; and to the CPC meeting of the 25th of June.Billy will be providing a first run through of the presentation of findings to the Performance and Quality Subcommittee of the CPC on the 5th of May.GS commended the level of engagement there had been for the survey noting that it will be a good opportunity to understand the impact the learning and development that has been provided to the workforce and their confidence in recognising and responding to neglect.KF highlight that the spread of participants had come from a number of different organisations.**Audit 3: CSB Audit of Youth Homelessness Update**JS provided a brief introduction to the proposal brief presented to the Board regarding progress towards the development of the audit remit.*PhD Research Project*Shamini Omnes is currently 12 months into her 42 month PhD programme to research the impact of youth homelessness. The project is currently in the early stages of initiation. With the draft literature review complete and currently pending ethical approval. JS explained that the project would be framed through a public health lens drawing on the narrative experiences of young people between the age of 16-24 with data collection methods codesigned by the young people themselves. The objectives of the project being to: * Improve the understanding of repeat homelessness;
* Capture the voices of young peoples lived experience of homelessness;
* Identify factors and predictors to repeat homelessness;
* Explore the potential for participation for change through empowerment as an approach to early intervention and prevention.

JS noted that the proposal brief asked that the Board support the project and provide support to Shamini as the project progresses, the Board agreed.GS clarified that throughout the various stages of the PhD across the next few years Shamini would provide updates to the Board to help inform service improvement. The first of these updates being a summary of the Literature Review.*QAF Audit 3 TOR* The second part of the proposal was to progress with the audit on a smaller scale as soon as practicable. The document proposed that the development and approval of the remit occur electronically once completed so as not to further delay the audit; further the Board were asked to identify an audit lead; and the outline remit.DM Noted that there was already significant knowledge of indicators of repeat homelessness that could help inform the audit. Also need to identify the specific age ranges to be included in the audit and if individuals who are now adults but with personal experience of youth homelessness would be included. KF had no concerns with DMs colleagues revising the terms of reference based on their subject matter expertise, but reiterated that the remit was now overdue to the board so if there were to be further refinement that this be done as soon as possible to ensure no further delay GS noted that there had also been some initial discussions between Kay Diak and Shona Milne regarding early indicators of young people who are potentially at heightened risk of homeless. So there is also merit in exploring the history of those young people to identify these vulnerabilities and if we can learn how we might provide early interventions to divert them from becoming homeless.  | Report to come to the next CSBCSB agreed to support Shamini/Shamini to provide updates as research progresses.CSB approved the recommendations in the brief.DM to set up meeting with KF, JS and Kay Diak to begin the TORTOR to be signed off electronically once complete | BN/KFALL/Shamini OmnesDMDM/JS | On the Agenda TBC – When ApplicableACTIONED – Updated Draft TOR on the Agenda ASAP |
| **4.** | **Multi Agency Case Review Process**  | GS provided some initial context to the item explaining that he had been contacted by a HT several weeks ago. The Head Teacher had expressed concern with a case that the school had been heavily involved in. The HT felt there was merit in reviewing and learning from that experience on a multiagency basis. Reviewing how the multi-agency team responded to the case in question and how services had dealt with the young people. The HT felt there was a lack of guidance in how to support the young people involved.This also links to a paper previously presented to the CSB regarding national guidance on how to support young people who commit sexually harmful behaviours as well as the reporting requirements for cases such as these. GS/KF have began to draft a process so that such case reviews can be presented to the CSB the aim being to ensure the CPC and CSB are sighted on these cases as and when they arise. The new process would provide a means to undertake review of incidents that don’t meet the criteria for SCR’s . The proposed process follows a similar format to the SCR’s, intended to complement these exiting processes. KF identified that the proposal before the CSB did not explicitly outline the process for these reviews. Once the CPC has amended it’s process in light of the new Scottish Government guidance the CSB Multiagency review process could then be adjusted in line with the new CPC SCR process KF went on to explain that where an agency identifies a unique or challenging case that offers these important learning opportunities that they complete Form 1, to be submitted to the chair of the CSB. The Chair will then determine if the proposal merits a learning review Once this has been identified relevant agencies involved will be asked to complete form 2. This will be submitted to a review team chaired by a representative who has raised the request for the review. With the Review Team completing a review report to be complete using the format in Form 3 This report would then be presented to the CSB subject to review by the Chair.DM queried the responsibility of/process by which the Chair would determine which files should be reviewed.GS Noted that there were likely to be very few such case reviews that would come to CSB likely one or two a year or possibly less. These would be identified where there would be clear learning opportunities for the CSB and would complement those carried out by CPC. GS also noted that in practice he would be happy to defer to other Board members as to weather a case should be reviewed. But that they wanted to keep the process of referral from becoming too bureaucratic. In future, once a Vice Chair was in place this could be a joint responsibility   | The CSB agreed to test the new format as and when such an opportunity arises  | GS | ACTIONED |
| **5.** | **Implementation of #Keep The Promise – Role of the CSB** | AMcG provided context to the agenda itemIn February the Scottish Government launched an open funding bid and asked LA’s to make bids for up to £50,000 to build capacity to improve service, where meaningful change can be affected, to support the delivery of Keeping the Promise. AMcG presented the successful funding bid submitted by ACC Children’s Social Work for the full £50,000. Though based in ACC there are clear multiagency implications for CSB partners to consider how this is taken forward.The money is intended to support the improvement of systems and processes involved with families with multiple and complex needs identified by Children’s Social Work. CSW will take a project approach identifying 5 families to work with to look at how we can develop cultural change within organisations to improve support. This bid for Implementing the Promise is also supported by a 3 year process of change with this first year some funding being available to support participation and engagement and then further opportunities to apply for additional sums over the course of the next 10 years. This project should not be conflated with the wider transformation programme that will have to occur to meet the recommendations of the Promise but does provide help as part of the initiation of this process.Currently working to employ a lead and develop the Terms of Reference for the work. There would be a project management team divided into 3 strands: Delivery; Design of Service; and the most critical composed of those who use our services. Broad scope of work and will be seeking representation from multi agency partners on this group soon. GS noted that this was a very positive step to developing whole family support. Involving those young people and families who have experienced services to help identify where we can improve. The messages and learning from the project will have a significant influence across strategic partnership agendas where family support is involved. AMcG hopes to see more detail of the the Route Map in the Plan over the next couple of years. KF the rest of the Plan is something that will continue to be of relevance and influence to the Children’s Services Board going forward, as such it will be a key focus for the CSB over the coming months.DM was supportive of the Plan seeing the key links and learning that could be connected into the Transformation of Housing Services in ACCGS The language in the Plan is much more directive that the previous original Promise Plan. 2021-24 Plan also set out a change plan that will set out targets for partnerships to deliver on over the 3 year period. The accompanying framework will help shape the work that will have to be done in the coming years. As such this should become a standing item for the Board in future. |  |  |  |
| **6.** | **Children’s Services Board Draft Data Set**  | GS Provided an overview, noting the action of the previous CSB (3rd of March 2020) had been for services to review the draft dataset and identify within their own organisations data that could contribute. KF Added that the CSB had approved overall framework in March, and some feedback had been given from partners since then but nothing that significantly impacted on the content or structure of the Datasetthat was presented then Rosie Hardwick has been mapping current data availability based on the measures that have been identified in the Dataset to establish what is and isn’t currently being gathered.KF asked Board members to continue to review and feed back on the dataset so as to further refine the measures and to identify where systems will need to be put in place to gather new data or clarify the source of existing data that can be used. GS asked that KF circulate the updated dataset. Further asking Board members to identify their local data analysts and put them in contact with the ACC Analytics and Insights Team via Rosie Hardwick or Reyna Stewart to help establish the links to the relevant datasets. Data Summary reports still have some gaps in the data. Work is required to refine the parameters of the data reports to establish what need to be added/removed, what is, can and can’t’ be measured. Many things have been changed since it was first established for the Joint Inspection. Remind the board that this is still a draft member of board continue to this they should and should not be gathering with a view to creating routes for this data to come to the Board.   | KF to recirculate dataset/ All to provide further updates to KF/Rosie Hardwick where availableCSB Members to provide Data Analyst Contacts from their organisation /service to Rosie Hardwick/Reyna Stewart  | KF/ALLALL | ACTIONED – Updated Dataset available on the CSB Teams siteASAP  |
| **7.** | **LOIP Refresh** | JS provided an overview of progress to date regarding the LOIP Refresh and introduced the draft Children’s Section of the LOIP included in the agenda. The content was based on feedback from Stretch Outcome leads. JS noted that feedback on this draft would be required for the end of April to meet the Community Planning Management Group draft papers deadline. The final paper is due for submission and approval at the 7th of July Community Planning Board.JS requested that Leads review their sections and to provide information where possible against blank areas in the document.GS asked that the CSB work though each section in turn. With each Lead detailing their section.GS noted that there was still further work to address the details of the Child Friendly Cities Stretch Outcome as this needed to reflect the wider engagement and participation agenda. Particularly regarding the incoming legislation on the Implementation of UNCRC. So we need to ensure that this section also reflects ways the CSB can gather the views of Children, Young People and their Parent/Carers help to inform the work of the Partnership. Also need to identify a lead for the Stretch Outcome and a subgroup to take the work forward.KF queried why the feedback and discussions regarding SO7 were not included in this draft. JS Clarified that the CSB was still to identify specific SMART improvement aims and a lead for the SO before it could be added to the draft.KF noted that previous CSB’s had identified a draft SO aim. GS asked JS to clarify this **SO3 – Best Start in Life** Regarding SO 3 FM confirmed that the aims included in the draft were those agreed by the Best Start in Life Group. FM identified that the Group had, had trouble sourcing baseline data for the Early Speech and Language Aim ES identified that she would be able to source trend data for Speech and Language in P1 for FM FM Still some concerns re data, as the public data is quite out of date, talks are still on to look at how to get more real time data.**SO4 – Children’s Mental Health**Have been reviewing the aim identified for the SO. Struggled to get data for this and the Improvement Project. New aims have been revised and are still to be added to the draft. Need some support to identify data for the project aims. GS Expressed concern if this would be achievable TD expressed that the group was confident the work was achievable and could be tied into existing ongoing work to support this. The hope is that the aims and the Mental Health Group will be able to help tie all this work together. AMcG queried if there was any specific work targeted at Care Experienced Young People. ES suggested that the Board consider how data on groups such as these could be collected so that we can identify gaps in support for those with protected characteristics/vulnerable groups. This would align well with the UNCRC Implementation. GS agreed that this would be useful to take forward and asked TD to take this back to the Mental Health Group to consider.ES if we cant evidence that we are not looking at all vulnerable group/protected characteristics foreach group we can look at each subgroup GS could groups consider how they can track impact of interventions for protected characteristics/ vulnerable. **SO 5 Corporate Parenting** AMcG was content that SO5 is reflected accurately within the draft.JS queried how the Group would measure improvements to emotional wellbeing identified the SO. GS indicated that this could be picked up where data was provided through the tracking of vulnerable groups identified as part of the work of SO4. AMCG also clarified that further evidence could be provided through reporting on the work of corporate parenting plan. ES need to ensure that if data is being collected for various groups that where possible they are measured in the same way to ensure they are comparable.KF noted that the same concern re measurability could also be applied to the health outcomes identified in the stretch outcome. GS noted that further consideration needed to be given about how this could be measured. **SO6 Transitions and Attainment**ES the Group has simplified and refined down the aims to 3. Aware that the landscape may change significantly as a consequence of COVID Pandemic.Have identified 3 key areas for improvement:* Ensuring the curricular offer offers opportunities for young people to access jobs in key growth areas.
* Ensuring vulnerable groups receive the support they need to achieve a positive destination.
* Improving literacy and numeracy

**SO7 - Child Friendly Cities** GS requested JS set up a meeting to discuss how this Stretch Outcome could be revised. GS asked JS to provide the information from previous meetings to aid these discussions. ES noted that the Stretch Outcome needed to look more broadly than the Child Friendly Cities programme and look at how we might encompass the wider UNCRC implementation and all 54 articles of the UNCRC to ensure that we are compliant with the UNCRC Implementation. AmcG – need to ensure that the practice of participation and engagement is embedded throughout the governance of the CSB and its subgroups. GS agreed and suggested that a QA process could be devised for projects to ensure they take account of UNCRC and poverty. **SO8 – Youth Justice** AMcG explained that SO8 now also incorporated projects from SO9 and 10 that related to children and young people and would be reporting to CSB rather that Community Justice. AMcG asked if Police Scotland had more up to date data for project baselines.AMcG asked ES to clarify if the project relating to exclusions was to remain in the LOIP or not. ES agreed that this could be removed as it was a single agency piece of work and that the multiagency aspects as well as the targeted support for LAC at risk of exclusion could be carried out through other projects in SO8**Subgroup Membership** GS suggested that this review process offered an opportunity for Subgroups to consider their membership in light of the LOIP refresh and other oncoming strategic priorities for the CSB going forward  |  JS to identify content from previous CSBs for inclusion in the DraftES to contact Speech and Language in P1 for trends for the related project.TD to provide updated aims to JSSubgroup leads to identify where they can include of data on protected characteristics/vulnerable groups with Mental Health Group JS to set up meeting to discuss revision of the SO and its associated improvement aims JS to remove Exclusions project from draft.Sub Group Leads to consider their membership  | JSES/FMJS/TDALLJSJSSubgroup Leads  | ACTIONEDACTIONEDACTIOINEDASAPACTIONEDACTIONEDASAP |
| **8.** | **Child Poverty Action Plan**  | TD provided an update on the Child Poverty Action Plan report. We have received very positive verbal feedback and this will be followed up by a written report in due course Commended on the breadth of activity, partnership and leadership.Need to look further about how we identify our priority families and what their needs are and how we evidence that measured change and improvement. Needed to identify more clear links between policy and service in some areas for example housing and employment, particularly in regard to supporting parents around ELC and accessing financial benefits.Still work going on to develop how progress will be measured but good this is now on the CSB agenda GS agreed and suggested TD provide updates on progress to the CSB on a regular basis, to help drive the work forward  | TD to Provided Updates on the action plan to later CSBs | TD | TBC – When available  |
| **9.** | **Key Messages from Meeting** | Acknowledging the significant amount of work that has gone into developing the LOIP Refresh Share the work and the thinking around the Promise Plan The planned Case Review Process  | JS to Circulate a communication |  JS | ACTIONED |
| **10.** | **AOCB** |  None  |   |  |  |