**Children’s Services Board**

**6 December 2021**

Present – Graeme Simpson (Chair - ACC); Kymme Fraser (ACC); Michelle Cochlan (ACC); Graeme Dale (Active Aberdeen Partnership); Amy Evans (ACC) Nicola Anderson (ACHSCP); Rosie Hardwick (ACC); Derek McGowan (ACC); Allison Horne (ACC); Eleanor Shepherd (ACC); Colin Wright (ACC), Billy Nicol (ACC) and Kay Diack (ACC).

Apologies – Tracy Davis (VC – NHSG); Maggie Hepburn (ACVO); Lisa Lawrie (ACHSCP), Fiona Mitchelhill (ACHSCP); Dave Humphrey (RGU); Robin McGregor (NESCOL); Roma Bruce Davies (SCRA); Andrea McGill (ACC); Murray Main (PS); Simon Rayner (ACHSCP); David Smith (University of Aberdeen) Scott Symon (SFRS).

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| **1** | **Welcome and Apologies** | Graeme Simpson (GS) opened the meeting by welcoming Lydia Ross the new Performance and Strategic Development Officer; Lydia is replacing James Simpson as the Lead Officer supporting the Children’s Services Board whilst James is on secondment to the Scottish Government. |  |
| **2** | **Minute of Previous Meeting:** | GS confirmed that the actions arising from the previous meeting were either on today’s agenda or had been completed. The only exception being the submission of updates for the annual report. Kymme Fraser (KF) confirmed that she was still looking for information and data as well as quotes from young people. Eleanor Simpson (ES) suggested that the inclusion of short video clips which they had recorded for other purposes might be suitable for inclusion in the report to cover this requirement. ES to ask the relevant member of her team to forward the video clips to KF. GS confirmed that the report was due for submission by 31st December 2021 and asked Lydia Ross (LR) to submit the report to the Scottish Government once the final updated version had been received from Kymme. | **ES/KF/LR** |
| **3** | **Local Outcome improvement Plan**  Children’s Services Board Improvement Programme Update Report and Project Charters | LR introduced a report prepared for the Children’s Service Board which will also form part of a progress report on the CPA Improvement Programme going to the CPA Management and Board. The report provided a high level summary of progress against the six stretch outcomes which the CSB is responsible for.  The Children’s Services Board were reminded that three revised charters were due to come forward to this meeting. Two out of the three charters had been received.  4.1 Births affected by drugs had been delayed. GS provided the board with an update from Fiona Mitchelhill (FM) which highlighted capacity issues with the project lead. GS asked LR to take this forward with FM and the relevant project lead to establish when this charter would be ready for consideration by the board.  The following revised charters were approved and will now be published on the CPA website:  6.2 Kinship Care – approved  9.1 Trauma & Bereavement Support - approved  Derek McGowan suggested that it might be helpful to include someone from the community learning and development team in the project team for 6.2, perhaps Madeline MacSween. GS will feed this suggestion back to the project lead.  Nicola Anderson (NA) provided an update on Stretch Outcome 4, in Fiona Mitchelhill’s absence. NA confirmed that both of new charters due to come forward to the January meeting of the Board were progressing, with support being provided by LR. NA also highlighted a number of other key achievements in relation to the Best Start in Life projects, including improvements in breastfeeding rates and some very positive input from an adoptive parent who had attended the last meeting of the group, and who was also keen to link in with the education group  KF raised the issue of data and stated that, given that there appeared to be quite a bit of data around this outcome, it would be helpful if the data could be shared with Rosie Hardwick.  GS provided an update in respect of Stretch Outcome 5 on behalf of Tracy Davis (TD), who was unable to attend today’s meeting. A workshop planned for January was highlighted as was the fact that the team overseeing this SO are experiencing significant capacity issues at the moment. GS asked LR to contact Tracy to see if any support could be provided to facilitate progress on submission of the charters due to come forward in January.  ES provided an update in respect of Stretch Outcome 7 highlighting in particular work that was being done with Northfield Academy in relation to apprenticeships offering a direct pathway into Health with guaranteed employment on completion of the qualification. The scheme offered mentoring and coaching, face to face teaching and work experience and was potentially scalable. The scheme would also aid recruitment into both the Health & Care sectors. Graeme Dale (GD) stated that this framework could potentially also feed into the Sport sector. ES offered to share the presentation slides with GD.  GS and ES provided an update in respect of Stretch Outcome 8 on behalf of Tracy Davis. Progress was being made across all areas. ES highlighted in particular work which had been undertaken by the creative team in relation to the gathering of views from young people in respect of the developments at the Beach and in the City Centre. ES stated that this was the gold standard in terms of consultation but that care needed to be taken in terms of survey overload. Jade Leyden is working with Allison Swanson in Michelle Cochlan’s team to develop a portal to host future consultations with children and young people.  The Board considered the written update from Andrea McGill in respect of Stretch Outcome 9 which highlighted good progress in all areas. MC also confirmed that the charter for 9.1 met the QA requirements but the project lead had some concerns about data collection and that the project would be staying small in terms of the testing for this reason. GS asked that LR share the papers in respect of this outcome with Chris Singer for noting by the Community Justice Group.  GIRFEC – Allison Horne (AH) provided an update on progress. The main task to date has been consultation and AH requested that partners share further comments on the guidance with her. Discussion then took place on the timing of any review of operational guidance and also how this would fit with the updated Child Protection Guidance. ES suggested that the operational guidance should be reviewed now to address anything in our current system which was not working. AH confirmed that this was already in hand. | **FM/SR/LR**  **GS**  **FM/NA**  **NA/RH**  **LR/TD**  **LR**  **All** |
| **4** | **Quality Assurance Framework**  Presentation on findings from Audit 3: Housing and Homelessness | Findings from Audit 3  Billy Nicol & Kay Diack provided the Board with a presentation on the main findings from Audit 3. The findings from the audit highlighted a number of key strengths:   * There was evidence of good practice (100%) and effective support (75% adequate or above) in most of the cases. * There were pockets of good examples of support, especially from Housing Access and Support Service. * There were examples of services being ‘persistent’ especially Education in trying to support young people.   There were also a number of areas for improvement:   * Early indicators that predict homelessness from a young age could be acted upon earlier to prevent homelessness occurring. * Information sharing needs to be improved, especially across partner agencies * Agreement in thresholds across multi-agencies is also necessary for effective referrals and support to be offered. * Listening to Young People and making sure their ‘voice’ is heard and evident in case files. * Recording in case files needs to be improved for some cases, missing information led to less positive support at times.   The board discussed the findings in detail and in particular ideas for addressing the early indicators and thresholds. ES suggested the use of an infographic which would identify key indicators and could be shared across all partners. ES agreed to provide KD with contact details for a member of her team who could help with this. Discussion also took place on the use of talking heads videos which would provide succinct and accessible information.  The issue of multi-agency information sharing was also raised. KD confirmed how this was being taken forward and that at the moment she is leading on this piece of work along with Graham Gardiner. The question of practitioner guidance which could be shared across Children’s Services was also raised and KD agreed to ask the Scottish Government to look at this.  The board also agreed the following:   * To pause issuing the findings until the indicators had been clarified * To support training – preferably via the use of an on-line tool * To promote the agreed thresholds * To promote The Promise and its links to this audit * Promote good practice – through the use of the talking heads videos   GS stated that it would be useful to involve the PhD student, Shamini Omnes, in this work and to cross reference any actions to government documentation/guidance.  It was agreed that ES and Derek McGowan (DMcG) would bring a paper to the January board meeting in respect of the infograph on the indicators and any other work being undertaken on the audit findings.  Mapping the findings from this audit against those from other audits was also discussed. It was agreed that audit findings and follow up should become a standing item for future agendas.  GS asked BN to pass on his thanks on behalf of the board to all members of the audit team for their work o this and their insights.  Remit for Audit 4  BN took the board through the audit purpose and confirmed how it would align to other reports. The board were asked to review the scrutiny questions and confirm their suitability. BN pointed out that the remit would also be considered by the Child Protection Board next week.  Discussion then took place on the wording of some of the questions and the language used. Concerns were also raised about the link between some of the questions and the high levels aims of the audit. It was agreed that the questions would be amended by BN taking on board today’s discussions and then circulated to the board for final input/comments ahead of the remit going to the Child Protection Board on 14th December.  The membership of the audit team and the suggested single points of contact were also discussed. ES suggested the inclusion of Mhairi Shewan and perhaps also someone from one of the Schools.  BN confirmed that the audit would start in February with the audit findings reported to the relevant boards in March/April. BN emphasised that this timescale was however dependant on the sharing of names of the selected individuals across the relevant partners and that this had proven difficult in the past. | **ES/KD**  **KD**  **TBC**  **GS/SO**  **ES/DMcG**  **GS/LR/BN**  **BN**  **BN/LR**  **BN**  **ALL** |
| **5** | **Children’s Services Board Data Set Update** | KF provided an update on work which had been undertaken in respect of this item. The team had set up meetings with each of the sub-groups to discuss this issue. It had proven difficult to meet with them all but good progress had been made with three of the sub-groups. It was therefore proposed that for the time being work should be taken forward with those groups as data is already available. Each of these groups will be tasked with identifying one area of concern, one area of improvement and one area of interest. Those data sets would then be shared with the board. Work with the other groups will also continue, to identify the data they have. GS emphasised the need for partners to feedback on this data as it becomes available.  This proposal was agreed by the board. | **KF/AE/RH/LR** |
| **6** | **The Promise Update and Plan 2021-2024** | GS and Amy Evans (AE) provided an update to the board. Issues discussed included recent funding applications and the funding model (which provides small on off pots of money rather than continuing funding), including the requirement for input from partners. AE confirmed that an application had gone in last week for funding in relation to leadership development around The Promise, and that the outcome will be known by the end of January. AE confirmed that she was keeping a watching brief on this so that she could highlight opportunities to partners and that the next round of funding available relates to family support. AE also confirmed that she is happy to support partners to provide input. | **AE/ALL** |
| **7** | **Neurodevelopmental Pathway Project Proposal** | Deferred to the next meeting |  |
| **8** | **Revised CLD Plan** | Colin Wright (CW) provided a progress report on the Community Learning and Development Plan 2021-2024. The production of a three-year CLD plan is a requirement of all Education Authorities. The plan has been consulted on extensively and sets out the shared priorities across all partners. The plan also reflects the LOIP and the Locality plans.  The board discussed the contents of the report and the plan. KF asked whether the interface between this plan and other Learning and Development plans had been considered.  CW agreed to look at this issue.  The board endorsed the Community Learning and Development Strategic Plan 2021- 2024.    GS thanked CW and the team for their work on the plan and for providing the update to the board. | **CW** |
| **9** | **Write About Me Project** | Deferred to the next meeting - GS stated that it would be useful for Miriam Smith to attend the next meeting to talk to the paper. | **TD/LR** |
| **10** | **Key Messages from Meeting** | The board agreed to disseminate information from today’s discussions as appropriate. | All |
| **11** | **AOCB** | The were no matters raised under AOCB |  |
| **12** | **Date of Future Meetings**  6 December 21  7 January 22  2 Mar 22  25 Apr 22  25 July 22  19 September 22  28 November 22 | LR confirmed that meeting dates had been changed to reflect the requirement to meet on Mondays and to ensure that meetings took place ahead of the CPA Management and Board meetings. LR also confirmed that revised meeting invites had already been issued and the website updated. |  |