**Children’s Services Board**

**10 January 2022**

Present – Graeme Simpson (Chair - ACC); Tracy Davis (VC – NHSG); Allison Horne (ACC); Amy Evans (ACC); Andrea McGill (ACC); Campbell Thomson (ACC); David Smith (University of Aberdeen) Eleanor Sheppard (ACC); Fiona Mitchelhill (ACHSCP); Graeme Dale (Active Aberdeen Partnership); Kymme Fraser (ACC; Lydia Ross (ACC); Miriam Smith (ACC); Murray Main (PS); Nicola Anderson (ACHSCP); Rosie Hardwick (ACC); Simon Rayner (ACHSCP)

Apologies – Dave Humphrey (RGU); Craig Wallace (SFRS) Derek McGowan (ACC); Emma Scrimger (SCRA); ); Lisa Lawrie (ACHSCP); Maggie Hepburn (ACVO); Robin McGregor (NESCOL)

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| **1** | **Welcome and Apologies** | Graeme Simpson (GS) opened the meeting by welcoming Campbell Thomson the new independent Chair of the Child Protection Committee. Campbell was joining today’s meeting as an observer and to develop his understanding of how the Child Protection Committee and the Children’s Services Board (CSB) work together. |  |
| **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 had received the video clips from Eleanor Sheppard (ES) and that these had now been included in the report. Lydia Ross (LR) confirmed that the final version of the annual report had been submitted to the Scottish Government ahead of the 31 December deadline.  The Minute from the previous meeting was approved. |  |
| **3** | **Local Outcome improvement Plan**  Children’s Services Board Improvement Programme Update Report and Project Charters | LR introduced a report prepared for the CSB which would 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 Board were reminded that nine charters had been due to come forward to this meeting but that only six were on today’s agenda.  Two of the three outstanding charters had already been postponed twice and LR expressed concerns about the progress in relation to these two charters. All three outstanding charters will be considered at the next CSB meeting on 2 March, along with the remaining three charters which are due to come forward to that meeting,  **Stretch Outcome 4**  Fiona Mitchelhill (FM) provided an update on Stretch Outcome 4. FM discussed the capacity issues within the NHS and how these were impacting on improvement projects. FM then talked the board through the content and purpose of the two charters which were on today’s agenda. FM acknowledged that there had been delays with charter 4.1 which Simon Rayner would comment further on. FM pointed out that although submission of the revised charter for 4.1 had been delayed work on the project had continued and that evidence of the impact of that work could be seen in the data produced for stretch outcome 5 which showed a decline in the number of births affected by drugs. GS commented on the synergies between charters 4.3 and 4.4 and the strong alignment between the work being undertaken on both projects. It was suggested that it would be helpful to include a representative from SALT on the project team for charter 4.4 with Pamela Cornwallis being proposed as a suitable candidate. KF suggested the potential use of the Dolly Parton Imagination Library as a resource in relation to charter 4.4. FM agreed to raise this with the project lead. Charters 4.3 and 4.4 were approved  Simon Rayner (SR) provided an update to the board in terms of his charter. SR explained that there had been extreme pressures in the ADP team and that this had caused the delays. SR updated the board on a national initiative around the issues of births affected by drugs which would feed into this project. This would mean that the charter would need to be reviewed again in the light of these initiatives. Simon was also working with Tracy Davis (TD) on potential funding from the CORA foundation with a view to submitting a bid before the deadline on 27 January. TD stated that she is working on a Pan-Grampian options appraisal to inform a model of support for women who have had children removed from their care. The project proposed by SR will also inform this work.  It was agreed that SR would bring a revised charter to the March board meeting. GS emphasised the need to keep the board updated on progress and to advise them in advance if this deadline could not be met,  **Stretch Outcome 5**  Tracy Davis (TD) provided an update in respect of Stretch Outcome 5. As with other sub-groups, capacity was an issue. TD confirmed a change in project leadership for charter 5.1 stating that Lisa Williams would be taking over from Lauren Mackie. TD then talked the board through the two charters which were on today’s agenda for approval. GS asked about the outcome measures for the physical activity charter and how the project team would measure uptake of activities. Graeme Dale (GD) commented that work on systems which could provide the evidence of uptake was being taken forward work with PEPAS and that progress was definitely being made. Both charters were approved.  TD then provided an update on the eating disorders charter where new evidence on this issue was coming to light through CAMS and the Fit Like Hubs. This meant that the focus of the project might need to change. There were also issues with who would lead the project going forward as Natalie ‘O’ Young no longer had the capacity. Whilst it had been hoped that it could be led by someone from the School Nursing team, there were also capacity issues there. TD stated that a further conversation needed to take place about how the project could be moved forward. In terms of the final charter under stretch outcome 5 - Mind of My Own App – TD confirmed that the charter had already been written but as the project lead is on maternity leave it is unlikely to progress until she returns.  GS asked if there was more that could be done to help with resourcing issues. TD confirmed that this would be discussed at the next workshop with the emphasis being on oversight of all projects, the synergies between them and a review of resources. TD commented that they did now have additional resources in the CAMS team but that they are always drawing on the same core team of people at the moment.  **Stretch Outcome 6**  GS provided an update in respect of Stretch Outcome 6. There were no charters for consideration, but work was continuing on the other projects in the LOIP and Children’s Services Plan. GS took the board through the key changes and updates since the last meeting. GS confirmed that position statements in relation to the use of restraint and the placement of brothers and sisters would come forward to the March meeting. The issue of capacity building was also discussed as well as the impact of the current funding model on progress in relation to The Promise Investment Project. The need to be clear about how The Promise was landed within our local plans was also emphasised by GS.  **Stretch Outcome 7**  ES provided the board with an update on progress on Stretch Outcome 7. Progress had been limited due to the school closures over the festive period. There were also high levels of staff absences in schools both in teaching and support staff. This was impacting on staff in the central team who were having to provide cover in schools and would mean that improvement work may be delayed.  ES outlined some good news in relation to the destination data, which had still to be published but which may be showing the highest destination data ever. ES stated that this could potentially be tracked back to the Lift Off event. If this proves to be the case, she will hand this on to The Developing the Young Workforce Board (DYW Board) to take forward as an ongoing initiative.  ES then updated the board on some personnel changes within her team confirming that Alex Duncan had retired and would be replaced by Mark Jones. ES explained that Mark would also be taking over Alex’s project lead role on charter 7.1 and would take over ES’s role as chair of the Attainments and Transitions sub-group, although ES would continue to be part of the group and to attend CSB meetings. Mark will also attend future CSB meetings.  **Stretch Outcome 8**  TD asked ES to provide the update in respect of Stretch Outcome 8. ES explained that recent work of the group had concentrated on submission of the revised planning format to UNICEF. The revised plan using the log frame format had now been submitted. ES stated that the group were becoming frustrated by the number of changes in the planning process and would not be submitting any further updated plans to UNICEF. ES also confirmed that good progress has been made in relation to the badges and asked if LR could share the full report which had recently gone to the CPA Boards with the CSB.  Murray Main (MM) provided an update on progress with his project and charter. Good progress has been made and the charter is with colleagues for comment. MM explained that at the moment the charter is light on content. Although everyone agrees on the need to make progress in this area agreement needs to be reached on how this will be achieved, MM stated that the CSB would be a good team to test the change. GS agreed and stated that it would be good for this group to look at how we might shape the work under this charter. It was agreed that the charter would be on the March agenda.  **Stretch Outcome 9**  Andrea McGill (AM)provided an update in respect of Stretch Outcome 9. AM confirmed that all six charters under this outcome were active, although work on 9.2 and 9.4 had stalled slightly due to resource issues in Police Scotland. The project leads on both projects had however confirmed that work would soon be back on track. AM then talked the board through the two new charters on today’s agenda for approval. AM confirmed that the Youth Justice sub-group continued to meet every five weeks and confirmed that Julia Milne had now been formally seconded to ACC. GS asked about further activity from the Scottish Government in this area and AM confirmed that this would be factored into future plans. MM stated that this was a growing area for Police Scotland and asked how the groups were tapping into academic work in this area – specifically the PgCert being run by Strathclyde University.AM stated that they were aware of this and had good relations with Strathclyde. The Youth Justice Group have a very good workforce development plan and information is constantly updated on the Teams site by Julia Milne. AM stated that the PgCert was currently a very expensive option.  SR stated that there could be funding opportunities in relation to the work being undertaken if it could be linked to drugs/alcohol dependency.  KF emphasised the need for all projects to ensure the voice and participation were borne in mind at all stages and in all charters not just those which referred specially to the voice such as Murray’s.  Both charters were approved.  The board confirmed that the following new charters had been approved and could now go through the formal QA process ahead of going forward to the CPA Management Group and Board for consideration and final approval:  4.3 Family Support  4.4 Speech and Language  5.3 Counselling in Schools  5.4 Free Access to Physical Activity  9.5 Youth Community Activity  9.6 Higher Support Needs Offending  The board also endorsed all other recommendations for action in LR’s update report.  GIRFEC – Allison Horne (AH) provided an update on progress. | **LR/SR/MM**  **FM**  **ND**  **TD/SR**  **SR**  **TD**  **TD**  **GS**  **ES**  **LR**  **ES/LR**  **MM/LR**  **AM/SR**  **ALL**  **LR** |
| **4** | **Quality Assurance Framework** | ES confirmed that the planned paper in respect of the infographic on the indicators and any other work being undertaken on the audit findings would be deferred until the March meeting. ES will ask Charlie in her team to pull this information together to produce a high level one page document. ES confirmed that Kay Diack is currently providing input to the Scottish Government consultation process. An updated duty is expected in April 2022 after which the infographic may need to be updated.  Audit 4  KF confirmed that the terms of reference for Audit 4 had been approved by the CPC at their last meeting following approval by this board at the December meeting. KF also reminded the board that a number of agencies have still to identify auditors from their teams. GS asked board members to submit recommendations to LR by Friday 21 January. GS stated that dependant on the number of auditors available we may need to take stock of whether it is feasible for this audit to proceed on the current timeline. | **ES/DMcG**  **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 met with three of the sub-groups and agreed which data sets would be used. At these meetings the requirement for each sub-group to identify one area of concern, one area of improvement and one area of interest for escalation to the CSB was also discussed. Each sub-group will in future receive a full data set based on what has been agreed. The sub-group will then analyse the full data set and report to the CSB on the main areas of concern, improvement, and interest. KF stated that the issue of access to the BI system and the resultant data was still an issue, but progress was being made and assurances had been given that the relevant parties would now have access.  Rosie Hardwick (RH) then took the board through sample reports showing the agreed date sets for the Attainment & Transitions, Corporate Parenting and Youth Justice Groups. RH will in future issue these reports quarterly to the sub-groups so that they can agree the areas to be reported to this board.  AM, who had not been present at the Youth Justice sub-group meeting, raised some issues with the MOMO data and asked if it would be possible to have a further conversation about that data in relation to corporate funding. | **RH**  **AM/KF/RH** |
| **6** | **The Promise Update and Plan 2021-2024** | Amy Evans provided a very brief update on work in this area stating that the first Promise Oversight Report was due in the next few months and will be brought to the April meeting of this board. | **AE** |
| **7** | **Children’s Services Plan – Scottish Govt feedback** | GS summarised the feedback which had been received from the Scottish Government and asked for the board’s views on whether it would be helpful to take remedial actions on the content of the report based on the feedback. GS confirmed that there was no requirement to do so but would like to hear the boards view on this matter.  ES stated that she thought we should review the report in light of the feedback but should take our time over this. KF endorsed that view and confirmed that there was a raft of information in the annual report and in the data summary report which could be included in a revised plan, and which would help to address some of the issues raised in the feedback. It was agreed that LR would look at how we could do this, in conjunction with GS and TD. It was agreed that a revised plan would be brought to the April meeting. | **GS/TD/LR** |
| **8** | **Write About Me Project** | Mim Smith (MS) provided the board with an overview of the aims of the Write About Me Project and an update on progress to date. MS stated that commitment to the project was not an issue, and neither was engagement in the meetings, however there were capacity challenges in delivering the work out-with the meetings. The focus this year will therefore be on testing out change ideas in terms of what writing differently will look like and that will need support from within the relevant organisations. MS also identified some of the other challenges in delivering such a large and complex project. These included the lack of visibility of other work being undertaken in relation to The Promise and other improvement work. MS stated that this was key in avoiding duplication of work and sharing learning. The other challenge is that this work is still aspirational and requires a lot of out of the box thinking. Individuals need to be supported by their organisations to think in that way.  MM commented that he could see some correlation between the work being undertaken on this project and his project and asked if it would be possible to link the two projects. MM and MS agreed to meet to discuss this.  TD thanked MS for all her hard work on this project particularly in identifying the relevant work strands and in securing leadership around each strand. This had made a massive difference in moving the project forward.  TD asked board members if they could support MS by identifying potential partners to address some of the gaps she had identified.  GS thanked MS for the helpful paper she had submitted for today’s meeting and for her presentation. GS suggested that it would be helpful to see the workplan that sits behind all of this and the priorities for 2022. This would be helpful in allowing the board to support the work being undertaken. A six-monthly progress update would also be helpful, and this should include any specific asks of the board. GS asked if MS could bring the workplan to the April CSB meeting with a follow up progress report in the autumn.  MS asked for support in relation to a survey the group intended undertaking with all the appropriate workforces. The aim of the survey is to provide baseline data on current perceptions and practices. MS asked for the boards support in ensuring that staff are given time to complete the survey when it is launched.  AM commented on the importance of maximising the messages in relation to this work in our 2021-24 plan and the need to embed this work into everything we are doing rather than referring to this as a stand-alone project. | **MS/MM**  **ALL**  **MS**  **ALL**  **MS** |
| **9** | **Neurodevelopmental Pathway Project Proposal** | TD provided an update on the work done to date on this project. TD stated that following the Mental Health Taskforce review and recommendations last year, a national neurodevelopmental pathway was published, and funding allocated to health boards to support the implementation of the pathway. Over the last six months the project team had working on determining what the pathway will look like locally what will need to be done to deliver it. That work is on-going and good progress is being made. TD also highlighted an opportunity for us to submit a bid for additional funding for a test of change. This funding is available to test changes which could be scaled up and used to inform implementation across Scotland. A copy of the funding proposal is included with the papers for this meeting. The proposal is heavily focussed on engagement and participation. Key ideas are creation of a web space which will provide easy access to information for children families and professionals; simplification of the onward referral process and looking at a model of support for trauma induced nonorganic neurodevelopmental needs. TD confirmed that we had already had some positive feedback from the Scottish Govt on our proposals but that final decisions will not be confirmed until the end of January.  ES asked if we should be putting together a team to look at this now regardless of the feedback or how funding we get as people need to get this factored into our workload. TD agreed that this needed to be done. GS asked board members to also think about where linkages are best made and who in their teams could support this work.  AM asked if there were any plans to brief staff on the specification, and any implications on their own practice. TD confirmed that some of the pan Grampian work would look at this issue. GS suggested a recorded briefing or webinar which could be shared. TD confirmed that this had also been discussed and a member of staff in CAMS has already been identified to take this forward. | **TD**  **TD** |
| **10** | **AOB** | LR provided an update on the Aberdeen Protects website and confirmed that she had reviewed the current information on the GIRFEC website which related to Children’s Services and that there was nothing which needed to be moved across as the information was already available elsewhere on the web. LR confirmed that a link to the Children’s Services Board information would however be included on the Aberdeen Protects website. Allison Horne (AH) asked if another meeting of the project team had been arranged. LR confirmed that no more meetings were planned but that she had arranged to meet Stuart Lamberton to discuss some concerns with the content of the site. AH asked if she could be included in that meeting.  GS drew the boards attention to a paper and information from the Leadership Group and Scottish Government which were included for information.  GS raised a final item in relation to capacity and resourcing issues which had come up both at the beginning of the meeting and in discussions around the stretch outcomes. GS asked FM and TD to update the board on the most recent developments in NHS Grampian in relation to workload issues so that the board can support the NHS response and better understand the issues. TD confirmed that communications would come out from NHS Grampian shortly and that at the moment this was an escalating situation due to staff shortages, bed capacity issues and issues in care homes. The situation is being monitored on an hour by our basis and will involve staff redeployment and is likely to mean that some staff will not be able to do their normal day job.  FM endorsed what TD had said. FM stated that the NHS were currently writing a paper for the Chief Executive team in relation to the potential impact on services, minimum staff ratios etc. and that some corporate staff may have to be redeployed.  GS again stated that we are happy to support in any way we can and emphasised the importance of a good flow of information between partners to allow us to do that. | **LR**  **ALL** |
| **11** | **Date of Future Meetings** | 2 Mar 22  25 Apr 22  25 July 22  19 September 22  28 November 22 |  |