**Children’s Services Board**

**2 March 2022**

Present – Graeme Simpson (Chair - ACC); Tracy Davis (VC – NHSG); Allison Horne (ACC); Amy Evans (ACC); Andrea McGill (ACC); Craig Wallace (SFRS); Derek McGowan (ACC); Eleanor Sheppard (ACC); ); Emma Scrimger (SCRA); Fiona Mitchelhill (ACHSCP); Janine Bolger (RGU); Kymme Fraser (ACC); Lisa Lawrie (ACHSCP); Lydia Ross (ACC); Murray Dawson (Station House Media Unit); Murray Main (PS); Nicola Anderson (ACHSCP); Robin McGregor (NESCOL); Rosie Hardwick (ACC); Simon Rayner (ACHSCP); Stewart Aitken (Culture Aberdeen)

Apologies – Dave Humphrey (RGU); David Smith (University of Aberdeen); Graeme Dale (Active Aberdeen Partnership)

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| **1** | **Welcome and Apologies** | Graeme Simpson (GS) opened the meeting by welcoming Mark Jones the new Chair of the Attainments and Transitions Sub-Group, and Craig Wallace representing Scottish Fire and Rescue Service to their first Children’s Services Board meeting. |  |
| **2** | **Northeast Culture Collective (NECC)** | Murray Dawson (Station House Media Unit) & Stewart Aitken (Culture Aberdeen) provided the Children’s Services Board with a presentation on the background to, and funding model for, the Northeast Culture Collective. Stewart Aitken (SA) explained that they are now at the stage of scoping the project and priorities and that nine broad themes have been agreed. Murray Dawson (MD) noted that a number of the themes identified (New Aberdonians, Amplify, Transitions, Community Spaces, Mental Health and Wellbeing) directly related to children and young people and that some links had already been made with a number of Stretch Outcomes and projects in the LOIP.Graeme Simpson (GS) then invited the Board to put forward any initial thoughts or comments.A number of links were identified by the group particularly in relation to the Amplify and Transitions work. Eleanor Sheppard (ES) suggested that a further discussion with herself, the Head Teacher at Orchard Brae and the team leader for social work at Orchard Brae would be a good starting point for taking forward some work on the voice of those with complex needs and their families. ES also raised the issue of single parent families and the fact that 50% of applications for additional support came from this group. This was identified as another area where improvements could be made in listening to the voice of marginalised groups i.e., the Amplify theme.GS stated that a lot of work had already been done in the cultural space which had had many benefits for children, young people and families but that this spend had not always been captured, nor had the benefits or impact of the work undertaken. GS invited outcome leads to discuss potential opportunities for working together on potential projects and tests of change with Murray and Stuart out-with the meeting. GS thanked Murray and Stuart on behalf of the Board for their presentation.  | **ES/SA/MD****All** |
| **3** | **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 an action arising in relation to the production of an infographic on the early indicators of homelessness. It was agreed that this would be brought to a future meeting of the Board once the current Scottish Government consultation process was concluded. The Minute from the previous meeting was approved.GS then raised the matter of future agendas and the need to shift the focus in future. The focus of recent meetings has been the development of charters in the LOIP. This will continue to be an area of focus, but GS would like this to move to reporting by exception rather than being an extensive conversation. The statutory functions of the CSB are broad and extensive and the policies drives coming out of government is continuing at a considerable pace and it is important that the Board is giving those areas due consideration and we need to ensure sufficient space in our agendas for those matters. The Board endorsed this approach.ES suggested that it might be prudent to focus the next agenda on the Promise and an evaluation of where each group is against their plans. GS stated that this would tie in with reporting requirements both internally and internally and it would be a good idea for a show and tell session at the next meeting.KF though this was a helpful suggestion for a shift in focus for the agenda. KF also suggested breaking down the broad terminology of the Promise into key themes for the agenda. Some LOIP projects will naturally fit into those themes and will allow us to track progress both in terms of the Promise Plan 2021-24 and the aims of the LOIP.GS will work with Lydia Ross (LR) to bring that shift in focus to the agenda.  | **ES/DMcG****GS****SG Leads****GS/LR** |
| **4** | **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 updates on all stretch outcomes were embedded in the agenda.LR stated that six charters had been due to come forward to this meeting but that only two were on today’s agenda. One under stretch outcome seven and one under stretch outcome eight.ES then talked the Board through charter 7.3 (Increase the number of young people who leave school with a minimum of SVQ 3 in literacy and numeracy and four other qualifications to 93% by 2023). GS commented that this was a very full charter with a clear aim and deliverables. Derek McGowan (DMcG) asked if the target in the aim was ambitious enough given our current position. ES stated that it was, given the number of children involved but it was one which would be constantly shifting. ES further commented that the focus will be on our direct comparators and emphasised the tight timescales to realise the change. ES will however take on board what DMcG has said.DMcG also asked if it would be worth introducing a balancing measure in relation to the wider family issues surrounding literacy and numeracy. ES said there is scope for building on that in the future but not within the timescales of this project. The charter was approved by the Board. The Board then considered the second charter on today’s agenda, charter 8.4 (Child Friendly Cities Participation and Engagement). Murray Main (MM) talked the board through the charter and the process of consultation which had been undertaken so far in developing the charter.GS then invited Board members to raise any questions or comments in relation to the charter.KF asked if the charter should also be shared with Child Protection Committee given that they are referred to in the charter as one of the key governance groups. KF offered to be the link with the CPC and to share the document with them.KF also expressed concerns about the fact that project team was made up entirely of ACC and Police Scotland employees and whether that was a wide enough representation across the partnership. MM took this on board but stated that he wanted the initial test of change to with quite a narrow group which would then be extended over time and the project team will be added to. ES asked how the process would work in terms of engagement particularly in relation to the digital space and how children and young people would influence the agenda.MM explained how the digital space would work, the role of the Youth Network and the proposals for how the voice of children and young people would influence future agendas and strands of work being taken forward.GS encouraged all board members to think about their own participation in this charter or whether there was someone in their broader network who could participate in the project team. KF then asked a question in relation of the governance arrangements and whether this should be the Children’s Services Board rather than the UNICEF Child Friendly City Project Board. GS stated that this is the Board which has oversight of this charter, recognising that this charter also links to the UNICEF badges. The charter was approved by the Board. LR then went on to explain that there were now four charters outstanding: 4.1 from Simon Rayner (SR), two charters under Stretch Outcome 5 and one under Stretch Outcome 6. LR explained that given the timing of the next CSB, CPA Management Group and CPA Board approval for any outstanding charters would have to be undertaken electronically.LR then asked SR provided an update on progress with his charter and the feasibility of meeting the proposed deadline for outstanding charters of 28 March 2022. SR confirmed that the charter would be available for the deadline. GS asked that SR keep LR appraised of progress and to let him (GS) know if there were any issues with meeting the deadline.GS then asked Tracy Davis (TD) to provide and update in terms of the two charters under Stretch Outcome 5. TD outlined progress to date and asked the Board to agree to the project in relation to the Mind of My Own App being incorporated into the digital wellbeing charter (5.2). TD explained that the Mind of My Own App is a single agency project, and the project group therefore feels it is appropriate to incorporate it into 5.2 and remove it a stand-alone project from the LOIP. The Eating Disorders charter under SO5 is still being shaped and a decision has still to be made on who should lead it. There are also issues in relation to gathering data with the outcomes from a key survey not due to report until summer 2002. There are also still on-going capacity issues within the team. For all these reasons TD is asking for the charter to be deferred until late summer 2022.GS raised the issue of the need for any outstanding charters to be approved electronically to meet the April CPA deadline. GS emphasised the need for a quick turnaround from Board members when considering the charters given the tight timescales between the deadline of 28 March and the CPA Board meeting. The Board agreed the following:1. That the Mind of My Own app should be incorporated into the broader scope of charter 5.2
2. Agreed that outstanding charter on Eating Disorders could be deferred until September 2022
3. That the deadline for the remaining outstanding charters under SO 4 and SO 6 would be set at 28 March 2022
4. Agreed that outstanding charters could be approved electronically to allow them to be considered at the April CPA Board
5. Approval of the charters on today’s agenda in respect of SO7 and SO8

LR then raised one last point in relation to reporting and the need for all projects to report on a monthly basis to the community planning team. LR asked all sub-group leads to remind project leads of the requirement for monthly reports and the importance of providing baseline data so that improvements can be measured. | **ES****KF/MM****MM****All****MM****SR****TD/LR****All****TD****TD****SR/GS****SG Leads/LR** |
| **5** | **Children’s Services Board Data Set Update**  | Rosie Hardwick (RH) reported that she had started publishing reports within the Teams space. If members want to see a particular report, they just need to click on it and RH will be sent an email requesting access. She will then grant access to the relevant report.GS asked if the access issues which external partners had been experiencing had been resolved. RH confirmed that this had now been resolved. External partners also confirmed that this was the case. GS asked partners to contact RH direct if they did experience any issues.GS also stated that we need to think about we incorporate this data into our reporting.KF commented that this had already been agreed with groups ask to report on three key areas and that each group should highlight within their quarterly data report. GS confirmed that this had been agreed it was just a case of looking at how space could be made within the agenda for considering the data.  | **SG Leads** |
| **6** | **The Promise Update and Plan 2021-2024**  | Amy Evans (AE) provided the group with an update on The Promise. AE stated that the key update was that we would be given a single point of contact from the government. This contact was not just for the city but also for Aberdeenshire and Moray. AE also confirmed that ACC had not been awarded any funding from the Promise Partnership for a Good Childhood there had been some success pan Grampian.AE confirmed that ACVO had been awarded funding for a Promise lead for the year. AE will be linking in with them to discuss how that post can link in with our work.GS commented that we had felt the absence of a third sector rep on this board since Maggie Hepburn (MH) move to the Chief Executive role at ACVO. It would be right to consider whether the new lead for the Promise at ACVO should also be on this board. GS to discuss with MH and AE. TD then updated the group on the funding bid submitted in relation to supporting women who have had children removed. TD confirmed that we have still to hear an outcome on that specific funding application for the city. TD confirmed that a partnership bid with Moray had been awarded £100k to offer intensive family support, The learning from which would be pan Grampian. A meeting is scheduled for next week to discuss how that will roll out. GS is really interested in this project as it addresses a gap that we are already aware of terms of therapeutic support for families who need it. GS and TD to meet to discuss this further off-line.TD will circulate a copy of the funding bid through LR. | **GS****TD****GS/TD****TD/LR** |
| **7** | **Children & Young People & Families Outcomes Framework** | GS provided a very brief update on work in this area stating that papers including our response to the questionnaire issued by the government had already been shared with the board. GS stated that the government were pushing hard on this as they consider the refresh to GIRFEC. It is very pertinent that we have an engagement.KF stated that this paper was something that we really needed to have a good look at and something that we need to have back on the agenda for consideration in more detail. KF also emphasised the need for sub-group leads to consider the content in terms of deciding the appropriate data for their groups to be gathering and reporting on in terms of what looks likely to be a national set of data indicators. GS asked that the GIRFEC group do the same.GS will schedule a 20-minute slot on the next agenda. ES expressed concerns about the lack of definition in some of the wording in the Outcomes Framework and the additional burden on Schools in gathering this data. A common-sense approach is required, and ES would also want to discuss this with Head Teachers.GS asked groups to consider this and identify any issues and potential barriers in terms of gathering this data.ES suggested getting the Data and Insights team to map this ask against data that we already gather and identify any gaps. GS will take forward a conversation with Reyna Stewart and Rosie Hardwick in relation to the mapping.  | **Sub-group Leads****GS/LR****ES** **Sub-group Leads****GS** |
| **8** | **Family Support Model update** | GS stated that many people will have already been involved in the workshops which have taken place over recent months and will therefore be aware of the impact and significance of this work.GS will circulate the papers after this meeting. GS stated that this will be a collective focus for us all over the coming year and how we develop an effective family support model and ensure we provide early and preventative support to families.  | **GS/LR** |
| **9** | **Practice Review Process** | LR reminded the board that KF had originally brought a paper to the CSB in April last year proposing the introduction of a multi-agency process enabling a review of particularly unique or challenging circumstances which did not meet the criteria for a Significant Learning Review. That approach been endorsed by the Board subject to some minor amendments to the process. The final process was then approved at the December 2021 Board meeting. LR had then been tasked with converting the process into guidance and a flow chart which LR is presenting to the Board today for consideration and approval.KF confirmed that the guidance and flowchart reflected the papers which had already been before the Board. KF commented that the guidance would benefit from a Board badge so that it was clear that it is owned by the CSB. KF further suggested that a final check for compatibility against the SLR process governed by the CPC and the multi-agency reflective discussion processes should be undertaken. KF also suggested that all three processes formed one suite of documents should all be launched at the same time and available on the Aberdeen Protects website.The guidance and flow chart were approved by the Board subject to the final actions outlined above | **LR****LR/KF/SL** |
| **10** | **AOB** | **HMIE report** – for noting. DMcG commented that it was good to get such excellent feedback on what had been a big piece of work across a number of clusters and services. DMcG wished to draw the Board’s attention to the findings of the report in terms of the excellent partnership and community work which had been undertaken, and that the fact that this was a really good outcome for the city. GS echoed DMcG’s comments and said it was testament to a lot of hard work and to the progress made in a relatively short space of time.**Naloxone** - Simon Rayner introduced a report, which had been submitted just ahead of today’s meeting. The report highlighted the public health emergency in Aberdeen in relation to young people under 16 who have had a parent die from drug related reasons. A number of these young people were not previously involved with public services. The paper outlines proposals for increasing the distribution of Naloxone. Guidance, protocols, videos and training are also in the process of being developed. GS emphasised this key opportunity to build effective support for the family by ensuring that the distribution of Naloxone is considered as part of the intervention plan, and so that we can begin to mitigate further the risks of drug related deaths. This is about a welfare-based approach. This is a draft paper at the moment and the Board are asked to provide comments back to Simon to allow him to develop this into guidance which can be provided across all agencies. **D365** - KF wished to draw the Boards attention to a matter for noting in relation to on-going work in preparing documents for conversion onto the digital D365 system. A number of people had asked that we take this opportunity to look at the format of the Child’s Plan. Ali McAlpine intends to bring the matter to the next GIRFEC group meeting and start that conversation. Lisa Lawrie (LL) confirmed that this had already been discussed at the GIRFEC group and was on their radar.KF stated that this was just an early heads up for the Board in terms of their strategic governance role. KF will also highlight this to the CPC.GS commented that this work and the Write About Me Project had highlighted the fact that some of our information was not that child friendly and we need to take this opportunity to review all our documentation.**Cross Border Placements –** TD provided the Board with an update on the discussion which had come through the Child Health Commissioners in relation to the consultation around cross border placements. The consultation closed in January and Tracy will share the paper that was submitted in response to the consultation.**Situation in Ukraine** – TD raised the issue of consistent communications in relation to this. TD suggested putting out consistent messaging across all our platforms. One of the systems endorsed by the Children’s Commissioner is the “Newsround” which includes video clips telling children and young people who to contact if they are worried and the importance of speaking to someone. Fiona Mitchelhill (FM) said that she had also been speaking to her colleagues in CAMHS and they have some resources which they are going to share. FM will send these to LR once she receives them so that they can be shared more widely.DMcG informed the Board that as the major the housing provider in the city they had been contacted by COSLA, and by extension the Home Office, about potential refugees coming to the city. No numbers have been discussed or plans around this yet but DMcG will keep the Board appraised of any formal request and a team will be pulled together to work on this in the same way as had been done in relation to the Afghan families. An ask may be forthcoming in the next week or so.MM emphasised the need to take these same steps with our own staff, and there is work that is on-going in terms of the wider implications of the situation. MM is happy to work and engage with colleagues on that basis. GS stated that this was a helpful reminder to use existing resources such as “Time to Talk” within the council. GS emphasised the need to take on board the human impact and distress caused by the events and the broader understanding of trauma. It is really important that we take an interest in all our staff as there may connections to that part of the world that we may not know about. | **SR****All** **AH/LL****KF****All****TD****FM****DMcG****All****All**  |
| **11** | **Date of Future Meetings**  | 25 Apr 2225 July 2219 September 2228 November 22 |  |