

GIRFEC Group Meeting: 19 October 2010

Chair Person: Gordon Sinclair (GS)
Minute Taker: Gill McGhie (GM)

Present: John Hammond (JH); Sheila Erskine (SE) and Rona Grimmer (RG)

1	Apologies	Alison Work (AW); Jim Masson (JM); Graeme Gordon (GG); Jeremy Akehurst (JA); Graham Jarvis (GJ); Shona Stewart (SS)	
2	Last Minutes	<p>Matters arising:</p> <ul style="list-style-type: none"> • Resource Directory: Corporate Services have responded to JA and stated they will be unable to progress this as they felt it did not meet their performance management remit. GS stated that Susan Anderson, chairperson of the children’s panel, had sent him a copy of one which was developed a few years ago which panel members said they found helpful. GM stated that such a directory is requested consistently in feedback from training. Given the need and wish for a directory, the group decided to ask JA to remit this issue to the Safer and Stronger Theme Group for their decision re progression. • Last meeting there was a question raised about the Parenting Plan/Parenting Strategy and its status – GM will follow this up 	<p><u>Action:</u></p> <ul style="list-style-type: none"> • JA to remit the discussion and decision to the Safer and Stronger Theme Group • GM to establish the status of the Parenting Plan/Strategy
3	LAC and child’s plan	<p>The plan has been subject to consultation, then review on the basis of comments received. So the group decided the changes should be made and the plan should be implemented to start being implemented from 1st November 2010. GS asked GM to draft a memo which he would ensure would be issued among relevant services; alongside issuing a memo on Sharepoint and putting the materials on the GIRFEC web page.</p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> • GM to draft a memo re implementation of the new materials • GS to ensure this is issued within all relevant services • GM to ensure materials are available on GIRFEC website and a notification is out on Sharepoint
4	Safer and Stronger Theme Group	<p>The report on GIRFEC was removed from the agenda of this group and remitted to the Corporate Management Team but was not discussed at that meeting either. The Group is unsure of the paper’s current status.</p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> • GM and JA will pursue guidance from AS, and draft a statement from senior managers to bring

		<p>The discussion led on to one about information sharing, something which was raised in this paper. Some members expressed concern that strong wording about legal implications may mean that some staff would not share information because of concern about their legal role. SE raised the concern about recording of information without seeking consent from parents or sharing minutes. GM stated that we must work within a specific legal framework and be clear about involvement of parents and this needed to be disseminated amongst staff with support from managers for staff to share information appropriately.</p> <p>It was decided that, pending the publication of the Memorandum of Understanding which will replace the current Pan Grampian Information Sharing Protocol, what we needed to establish were 'bottom lines' for information sharing and a statement of support from senior managers for staff who adhered to procedures. GM and JA will pursue guidance from Alistair Stobie as agreed in the last minute and bring these to the next group meeting.</p>	<p>this to the next GIRFEC Group</p>
<p>5</p>	<p>Named Person Consultation</p>	<p>GM outlined the consultation report. The Group agreed that, although some negative views were expressed, the majority of comments were supportive of the proposal to strengthen current systems and that the proposal should go ahead. The Group discussed the recommendations and agreed the proposed changes to clarify the proposal, with one exception: a recommendation was made to design and deliver training. The Group felt that, as the role was a formalising of existing roles within universal services, briefings or awareness raising would be sufficient and could be delivered to senior managers who would then instruct staff to implement the role. If issues arise from these sessions, this should be raised to the Safer and Stronger Theme Group to decide how challenges should be addressed within each agency.</p> <p>The proposal around recommendations for supporting the role during school holidays was felt to be something that the GIRFEC Education representative (GG) should take back to that agency to make arrangements.</p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> • GM to make changes to the proposal and bring to the next GIRFEC Group • GM to contact senior managers to arrange briefings for senior staff (SE happy to assist in briefings) • GM to email GG to inform him of the Group's decision re progressing the recommendation regarding arrangements during school holidays

6	LIAP Training	GM outlined the training to date: 3 half day sessions have been delivered, approximately 86 people attended, feedback was positive and attendance was from all sectors. The twilight sessions are due to begin next week and will consist of 8 sessions, the average attendance for which is 10 -12 people per session. GM to update the group at the next meeting.	<u>Action</u> <ul style="list-style-type: none"> • GM to update the Group at the next meeting
7	Evaluation of Child's Plans	<p>GM outlined the proposal for questions for the evaluation of 8 multi agency child's plans 1 and 2 taken from the shared social work folder at random. The Group agreed the proposed questions with a suggested addition by SE of recording any information from the files which suggested particularly good practice. GS suggested GM link with Susan MacLaren as she is carrying out a separate evaluation as a continuation of the HMIE action plan, to ensure the same files are not being used.</p> <p>GM to carry out the evaluation by next meeting.</p>	<u>Action</u> <ul style="list-style-type: none"> • GM to link with Susan MacLaren re audit • GM to add section to evaluation to record compliments/good practice • GM to carry out evaluation for next meeting
8	AOCB	GM raised the issue of there still being no Housing representative on the Group which was agreed was a concern. It was agreed to ask JA how his conversations with Housing in this respect were progressing.	<u>Action</u> <ul style="list-style-type: none"> • JA to inform the Group at next meeting.
9	Next Meeting	Tuesday 16 November 2010, 9-11am, Action for Children office, King Street, Elgin.	<u>Action</u> <ul style="list-style-type: none"> • Group members to notify GM in advance if they are unable to attend