

## DRAFT (Amended 1)

### DUNDEE CHILDREN AND FAMILIES EXECUTIVE BOARD MEETING HELD ON THURSDAY 13 SEPTEMBER 2018 AT 2.00PM IN ROOM 4.7, DUNDEE HOUSE

#### PRESENT

Lorna Wiggan	Chief Operating Officer (Co-Chair)	NHS Tayside
Jane Martin	Head of Service / Chief Social Work Officer	Children & Families, DCC
Christine Lowden	Chief Executive	Dundee Voluntary Action
Peter Nield	Assistant Director, Barnardos	Voluntary Sector representative
Cate Reid	Head of Learning (Children and Young People)	D&A College
Norma Ritchie	Independent Chair	Child Protection Committee
John Cunningham	Locality Reporter Manager	SCRA
Glyn Lloyd	Service Manager, Strategy & Performance	Children & Families, DCC
Angie MacDonald	Service Manager, Action for Children	Voluntary Sector representative
Elaine Cruickshank	Programme Lead – Children & Families	NHS Tayside
Georgia Cruickshank	Councillor	DCC
Angela Connal	Minute Taker	Children & Families, DCC

#### APOLOGIES

Marie Dailly	Service Manager	Housing & Communities, DCC
Elaine Zwirlein	Executive Director	Neighbourhood Services, DCC
Paul Clancy	Executive Director (Co-Chair)	Children & Families, DCC
Audrey May	Head of Service / Chief Education Officer	Children & Families, DCC
Kathryn Sharp	Senior Manager	Health & Social Care Partnership representative
Peter Allan	Community Planning Manager	DCC
Dr Tamasin Knight	Consultant in Public Health	NHS
Nicki Matthew	Advocacy & Participation Manager	Who Cares?Scotland

#### ALSO IN ATTENDANCE

Angela White	Senior Officer	Strategy and Performance – partial attendance
Kerstin Jorna	Senior Officer	Strategy and Performance – partial attendance
Michael Holligan	Senior Manager	Children and Families Service, DCC
Anita Roweth	Senior Officer	Third Sector
Jennifer King	Education Manager	Children and Families Service, DCC

#### 1 WELCOME AND APOLOGIES

As noted above.

#### 2 PREVIOUS NOTE AND MATTERS ARISING FROM LAST MEETING HELD ON 21 JUNE 2018

2.1 The bottom of page 1 the person providing the committee report should be Audrey White not Elaine Cruickshank.

#### 2.2 MATTERS ARISING GIRFEC IMPROVEMENT PROGRAMME UPDATE

As noted in the last minutes, a further update on this programme will be provided to the meeting on 15 November 2018.

#### GIRLS AT RISK OF SECURE CARE

#### ACTION

There were specific cases looked at with a group of young people who did not appear to have any anticipatory plans in place and Ms Cruickshank was asked to do some work in conjunction with Ms Alison Leuchars, Senior Manager, CFS and Ms Joy Oliver, Consultant Psychiatrist, CAMHS around this.

Ms Cruickshank advised that she met with Ms Leuchars, Ms Oliver and Susan Bean, Clinical Service Manager on 10 August 2018.

Following a meeting on 27 August 2018 a central place has been set up where information on these young people will be held for the CFS Teams to access as and when required.

Ms Bean was also keen to meet with a representative from Adult Mental Health Services as there are issues with the transition to adult services and a meeting has been arranged for that on 21 September 2018.

An example of excellent practice was also identified from one of these cases which was a good learning opportunity and there will be positive case review session in October 2018 to look at learning across Tayside.

There will be similar discussions with Angus and Perth and Kinross Councils.

In terms of the young people previously discussed there are now anticipatory care plans in place and a process for the CFS Teams to access additional information should that be required.

#### **Actions**

Meeting to look at the transition from child to adult services on 21 September 2018.

**SB**

A further meeting to look at positive case review and learning sessions in October 2018.

**SB**

Further work to be undertaken with Perth and Kinross and Angus Councils to ensure young people in those authorities have similar plans and access to information.

**EC**

Ms Cruickshank to report back to this group after the October 2018 learning event to update on the outcomes.

**EC**

Ms Martin commented that there has been a significant shift in terms of communication which she is much reassured by and it is worth ensuring that David Lynch is kept up to date along with his equivalents in Angus and Perth and Kinross Councils.

#### **Commissioning Group**

Mr Lloyd asked Mr Nield if he could clarify what is meant on page four of the previous minute regarding a commissioning group.

Mr Nield explained that this was in relation to applying the scoring process to other commissioned services. Since then there have been further discussions involving Laura Menzies, Contracts to look at practically how this would be done and it has agreed this will be initially extended to Education.

There are to be further meetings to ascertain if this tool can apply to other areas due to the difficulties before it is extended further. An internal paper is due for 24 September 2018 and it was suggested the matter returned to this group at the November 2018 meeting.

Ms Cruickshank noted that she may have an input as part of the Tayside Commissioning Group that are currently looking at SALT and advocacy services where

there are no arrangements in place noting that Ms Menzies is part of that group which has been valuable.

#### **Action**

This item to return to the group in November 2018 to look at progress.

PN

#### **Attainment Inspection**

As Ms May was unable to attend the meeting today, this needs to be carried forward to the November 2018 meeting.

AM

### **3 INFORMATION SHARING – Jennifer King**

Ms King advised that a copy of a draft aid memoir has been circulated to the group regarding information sharing. The aid memoir is a high level practitioner guidance and there should be more detailed guidance. There will also be a national Code of Practice but that is still to go to parliament.

There is reference to GDPR and key principals around sharing information noting the need to still follow child protection guidance. There are no case studies but that could be added.

Ms Lowden noted that Marie Todd, Minister issued a letter on 10 September 2018 which was very much about placing responsibility with the Chief Officers in terms of information sharing and reassurance of how workers will be supported around their interpretation of any guidance and she suggested that this letter be circulated with any guidance.

Ms Ritchie queried whether the report had been through the Legal Department. Ms King confirmed the aid memoir has been and she has also sent it to Ian Smail and had a follow-up phone call.

Ms Cruickshank said the addition of neglect would be valuable and asked if there is any indication when the National Practice Development Panel would be. Ms King advised it was due to go to parliament this month, which has not happened but it would likely not be until after Christmas.

Ms Lowden suggested a glossary be added.

Mr Cunningham advised that there have been a couple of occasions when social workers have refused to share information stating GDPR and there is clearly some confusion around that. Another issue is the accuracy of the data being provided as a lot of the information from Local Authorities is incorrect.

Ms King noted that there could be an addition to ensure that all information is accurate and proportionate.

Ms Wiggin stated that there are two recommendations to consider the guidance and number of comments to be taken on board and the report updated accordingly. The second is for the committee to sign off on this.

Ms Wiggin queried if group members would like the document to return to this group once the final version is available to be signed off. It was suggested this could be covered via an email update and that no comment would mean acceptance by the group.

JK

### **4 CHILDREN WITH DISABILITIES – Michael Holligan**

Mr Holligan provided a presentation to the group.

There are around 30,000 children in Dundee, of which there are around 1,000 identified as at risk or in need of compulsory measures and another 1,000 with a disability or complex health condition.

In terms of those in receipt of targeted services in the community either from the CFS or Health there can be an overlap which creates the need for intervention noting that at times children could be effected by a sibling or parents disability.

Mr Holligan stated that this paper refers to the children who overlap as being both, identified as at risk or in need of compulsory measures and being effected by disability of complex health condition of which there around 130 children.

In relation to PEG feeding the issues regarding one child have been resolved through a lot of case by case discussion noting there is a lot of uncertainty around who is ultimately the decision maker and the terms of engagement.

There have been similar concerns regarding short breaks and a tendency towards epilepsy, suction and PEG feeding issues.

The recommendation of the paper is to look at developing a model of shared decision making and possibly joint funding, with a report back to this group.

Ms Martin stated that part of the recommendation from the Significant Case Review was to develop a pathway and this paper supports that. She noted it would be useful to have a group for that as there need to be better discussions as agencies who deliver services as to what the pathways are for children ie Glenlaw.

Rather than create another group it was felt this matter would fall under Priority Group 4 which Mr Lloyd Chairs. Mr Lloyd confirmed he would sponsor this under PG4 which focuses on complex additional support needs, looked after children, youth justice and young carers across three Local Authorities.

GL

Ms Wiggin stated that sponsorship would be through PG4 for initial discussion and if necessary a sub-group will be organised. It would also be useful to have a health perspective and input from Perth and Kinross and Angus Councils so there is a single pathway across Tayside.

## **5 FAMILY SUPPORT HUB – Anita Roweth**

Ms Roweth noted that there have been ongoing discussions for some time regarding a hub type approach which has progressed in the last six months and there has been a lot of work around the GIRFEC Improvement Programme.

There are a lot of providers available but there is a lack of knowledge around how to access these by members of the public as well as professionals. The report outlines the benefits of a hub and how this would work. It is known that there are already a number of hubs in Dundee but they all have their restrictions and challenges.

Fort is covered in the report and is an online platform which is a proven model in other Local Authorities which they would be looking to use in terms of the hub approach. Fort links a number of systems and should provide a one stop referral.

In terms of funding to take Fort forward it will cost £17,500 and the report provides a breakdown of what those costs are. It is anticipated that the ongoing costs would be £5,000 - £6,000 per year, irrespective of how many users there are.

Mr Lloyd noted it is a very positive report and offers an opportunity to make sense of all the services available some of which only last for a short period due to funding. He asked about the 365 school and how the hub could work with that.

Ms Roweth advised that Fort is being proposed and some services use that already ie Welfare Rights and there have been similar discussion with other services.

Fort can accommodated all partners and can talk to the other systems in use including NHS systems for GP Services. Fort would not be instead of any of the systems currently in place but as well as, as it connects them all. In terms of accessing or self-referrals the hub can offer that.

It was noted that the amount of money being considered is a tiny sum and Fort is an addition to existing systems to help address issues. The first year would be a test and there would be some interest from a Tayside level in terms of Perth and Kinross and Angus Councils.

Ms Ritchie stated that only question is where the funding will come from. Ms Wiggin noted that this group does not have a budget. Ms Roweth stated that the challenge when there is a partnership approach is with funding.

Mr Lloyd advised that there is already some commitment from the Hunter Founding and BBC Children in Need in terms of GIRFEC part of which is clearly involved in development of a family support hub and Fort could be a complimentary part of that. There is a meeting on 18 September 2018 and the proposal could be put to them for funding to 2020 and then looking at how to sustain or if a contingency is needed.

There is commitment from the group to move forward and have a system to support people to use a single platform and Ms Wiggin and Mr Lloyd will take this forward and have further discussions with the Hunter Foundation.

The group endorsed the development of a family support hub approach in Dundee and this should sit with the GIRFEC Improvement Programme.

Mr Lloyd to take this to the meeting with the Hunter Foundation on 18 September 2018, and if no definite decision regarding funding established at this meeting, a partnership meeting led by Board chairs should be arranged to consider alternative funding source.

GL/LW

- 6 TAYSIDE PLAN ONE YEAR REPORT 2017-18** – Elaine Cruickshank and Glyn Lloyd  
Mr Lloyd noted that the group has had two reports circulated regarding the Tayside Plan. The report in its finalised draft form has been confirmed by the Directorate Group and is going to the Scottish Government for approval.

A key challenge with each partner involved will be balancing the regional approach with the local in terms of the capacity required. In that regard Sheena Devlin, Executive Lead of the process and coordinating and spending of £250,000.

Morven Graham has recently been recruited to post. She is employed by Perth and Kinross but works across the partnership.

There are different organisations with different starting points and the aim is to achieve some shared services which might be developed across all three Local Authorities or even two of them.

It is also suggested that a small working group create a small leaflet sized summary of the report similar to what was done for the three year plan.

EC

- 7 GIG OPTIONS PAPER** – Glyn Lloyd  
Mr Lloyd advised that this paper outlines not just the history of GIG but in some way the partnership and recommendation of the 2016 report and there is still a need to address those findings. GIG was set up to aid in putting GIRFEC across the city and focus on development and implementation of TATC arrangements. In the past 18 months the Child Protection Committee has led on and implement the significant case

review on Family Z. The case review is almost complete and is due to be signed off and there is no current GIG action plan. The recommendation is for:

A continued group – agreed.

New terms of reference and reconsidered membership – agreed.

Joint chairs – agreed.

It was noted that a provision chair has been identified from education and one would be needed from NHS. The action plan should come to the group and the meeting after November 2018. Mr Lloyd will also send the report to the Child Protection Committee.

GL

## 8 AOCB

A mental health update was shared at the end of June 2018 when a task force looked at mental health in children and young people and a formal report is awaited, due to be published on 12 September 2018. There is a strong link with Tayside Mental Health Strategy Group 3.



C&YP Mental  
Health Task Force.pdf

There are issues regarding GDPR and existing policies but this is being dealt with by the COG.

## 9 DATE OF NEXT MEETINGS

Thursday 15 November 2018

All meetings at 2.00pm in Room 4.7, Dundee House