

CORE GROUP AREA
CHILDREN'S SERVICES FORUM
Wednesday 9th November at 10:30am, Portland Arms Hotel, Lybster
FINAL MINUTES

Present: Dawn Grant, John Garvie, Lindsay Gunn, Georgia Haire, John Inkster, Eliz MacIntosh, Ian Manson, Innis Mitchell, Graham Nichols

Apologies: Margaret Fyfe, Helen Allan, Doreen Bell, Jim Johnston, Ian Smith, Bill Couston, Bill Irwin

AGENDA ITEM	DISCUSSION / DECISION	ACTION
1) Previous minute	<i>Agreed and approved</i>	<i>None</i>
	<p>There was some confusion prior to the start of the meeting as to why two sets of minutes were being produced. Dawn confirmed that one set was used by ACSF Members and that the other set was submitted for inclusion at the Sutherland County Committee as per Councillors requests.</p> <p>It was noted however, that Sutherland Councillors felt they were receiving an overly condensed version of the minutes at Committee – they required a fuller minute to be submitted in the future.</p> <p>Dawn, Bill, Innis and Carla to review this minute for the Sutherland County Committee.</p>	<i>Dawn, Bill, Innis & Carla</i>
2) Matters Arising:	<p>Attendance Levels in Schools</p> <p>Discussion was held with regard to meetings between agencies and pupils which took place within school time. Dawn suggested reviewing Youth Action Team Meetings which took place during school hours.</p> <p>Innis advised that it is anticipated that Children's Hearings will stop holding hearings during the day.</p> <p>Ian Manson noted that where agencies come into schools to deal with LAC during school time, this was a school issue and would be dealt with by the school's Senior Management. The other concern voiced by Ian, was the amount of time that his Depute Head Teacher was spending attending individual case meetings. He explained that this was very frustrating for him, as it means that the Depute Head Teacher is out of the school and not available a lot of the time.</p> <p>The above discussions resulted in two suggestions being made to tackle these issues. The first, was the possibility of holding reviews/individual case meetings in schools to minimise the disruption to Senior Management staff?</p> <p>And the second possibility discussed was whether these meetings could be held in the evenings? (as they had been previously)</p> <p>This issue to be brought back to future meeting</p> <p>Airport House:</p> <p>Two Children's Services Workers took up their posts at Airport House this week. A vocational training skills coach had also been appointed but had not yet been given a start date.</p> <p>It was noted that Christine Gray had agreed to be seconded into the post of Manager at the Unit for one year. She will continue to line manage the Caithness CSW's but the situation in Sutherland will need to be reviewed. No date has been given as yet for her to take up post in Airport House.</p> <p>Dawn advised that the building should be available for use very shortly – all that remains is for some final pieces of furniture to be moved in.</p> <p>Head Teachers asked if the CSW's and other staff based in the Airport House might be available to attend each school for inductions with some of the pupils.</p> <p>Dawn agreed that this issue could be looked at with liaisons between Robert More, Christine Gray and the schools.</p> <p>Dawn also advised that an Admissions Panel for the unit would be created within the next few weeks, once she had discussed this with Robert More.</p> <p>Discussions were also held with regard to HMIE inspections to the Airport House, and the ASDAN programmes. It is important that a high standard of education is maintained for all pupils attending Airport House</p> <p>Counselling Service:</p> <p>Innis advised that Wick High School were still continuing with the counselling service and that it was going very well. It was noted that Fran Davies had recently gained further qualification.</p> <p>It is hoped that in the long-term future, this service might be available to all schools.</p> <p>Youth Justice Seminar (Caithness & Sutherland):</p> <p>The provisional date of 5th December that was arranged for this Seminar to take place would now not be possible.</p> <p>Dawn suggested postponing the event until after the New Year.</p> <p><i>All members agreed</i></p>	<p><i>Dawn</i></p> <p><i>Dawn</i></p> <p><i>Dawn, Robert & Christine</i></p> <p><i>Dawn & Robert</i></p> <p><i>Dawn & Innis</i></p>

	<p>Youth Work/Children's Services Worker update (Sutherland) Due to the current budget constraints, the plans to develop an equitable service throughout Sutherland will be reviewed. It is proposed that a discussion paper be taken to a suitable Working Policy Group for members and partners to agree the most appropriate strategy.</p> <p>Mental Health Training Innis noted that some responses as to when and how to do this had come in from schools, but that there hadn't been enough to make firm plans yet. The possibility of having the training during In-Service days was discussed between the Head Teachers. The next school in-service day is 9th February 2006. Caithness Head Teachers agreed this date would suit them. Sutherland schools will consult Georgia sought clarification as to whether the New Mental Health Act would be covered under this training. Georgia to clarify with Roger and Steve.</p> <p>Health Promoting Schools Innis noted that all remaining schools in Sutherland have now registered for HPS accreditation. All accreditations should take place before the end of the year.</p>	<p><i>Bill & Dawn</i></p> <p><i>Georgia</i></p>
<p>3) NSCA Budgets for Caithness & Sutherland:</p>	<p>Budget Savings: Innis and Dawn to confirm what offers of savings can be made to Bill Alexander. Dawn suggested that all savings could be covered through the Surestart budget, so as not to affect the NCSA Budget at all. This would mean therefore, that the vacant CSW posts in Caithness could be filled.</p> <p>Innis sought agreement from all ACSF Members that small applications for funding would be approved by him. All agreed The Budgets were passed out to all members for information. All members were advised that they could access the budget information at any time and full details are regularly updated on the spreadsheets.</p>	<p><i>Innis</i></p>
<p>4) CSW – Review of Use:</p>	<p>Innis reminded all members of the Pan-Highland CSW Review. Due to the fact that this agenda item required so many issues to be addressed and reviewed, it was decided to establish a sub-group to tackle these issues. It was decided that the sub-group would look at the roles and remits of Children's Services Workers, along with building a communication strategy between services; schools, CSW's, Police and YAT etc, etc... Dawn to progress this item as quickly as possible with liaisons with Teen. To be brought back to the next meeting. All members agreed It was agreed that this issue would be primarily tackled in Caithness for the moment; therefore the sub group members would include: Dawn Grant, Christine Gray, Police & YAT representatives, CSW's, Caithness Head Teachers, other school Senior Management, Innis Mitchell & Northcote Street staff representatives.</p>	<p><i>Dawn & Christine Gray</i></p>
<p>5) Development Priorities/Key Outcomes FHC #2:</p>	<p>To be brought forward to the next meeting, due to lack of time on this occasion. All agreed. To be put on the agenda for the next meeting</p>	
<p>6) Highland L.I.G (local Implementation Groups) for Learning Disabilities Seminar</p>	<p>Innis gave information regarding a request from Bill Alexander for a representative from the ACSF to attend this Pan-Highland meeting which will be taking place on the 8th December. It was agreed that Family Key Workers would be the most suitable people to attend this type of meeting as they work directly with Children and Families who are affected by Disability. Dawn to ask the Family Key Workers if they can attend. Innis also asked Eliz MacIntosh (Farr High School) if she would be available to attend. Eliz agreed to this provisionally. No venue has been confirmed as yet – although the meeting will likely be held in Inverness or Dingwall.</p>	<p><i>Dawn</i></p>
<p>7) AOCB & DONM:</p>	<p>It was noted that the Early Years Seminar for Caithness will be held on 5th December. Innis advised that Bill Couston would be organising a date for Sutherland; Bill has now confirmed that the date set for this Early Years Seminar will be Friday 16th December. Lindsay confirmed that she would be dealing with the mapping exercises, to be completed before the seminars.</p> <p>Innis suggested that the Health Report which Doreen submitted to the ACSF at the last meeting (attached with the last minutes and also re-attached with these minutes) should be discussed at the next meeting. All agreed To be put on the agenda for the next meeting</p> <p>DONM: It was decided to cancel the meeting of Wednesday 12th January 2006. The next meeting will take place on Wednesday 15th February</p> <p>THE IMMEDIATE CORE GROUP WILL RE-SCHEDULE TO MEET IN SUTHERLAND IN JANUARY 2006. Availability to be sent to Dawn & Innis to find a suitable date.</p>	<p><i>Lindsay</i></p> <p><i>Dawn, Innis, Graham, Bill, Georgia</i></p>