

CORE GROUP
AREA CHILDREN'S SERVICES FORUM
Wednesday 15th February 2006, Lybster at 10am

FINAL MINUTES

Present:	<p>Bill Couston (Area Education, Culture & Sport Manager for Sutherland) Dawn Grant (Area Children's Services Manager for Caithness & Sutherland) Georgia Haire (Assistant General Manager - North Highland Community Health Partnership) Innis Mitchell (Integration Manager for Caithness & Sutherland) Graham Nichols (Area Education, Culture & Sport Manager for Caithness)</p> <p>Barrie Forbes (Additional Support for Learning Co-ordinator) Guest Speaker Carla Gallon (Administrative Assistant to the Integration Manager) Minute Taker</p>	<p>B.C D.G G.H I.M G.N</p> <p>B.F C.G</p>
Apologies:	Doreen Bell (Health – Children's Services)	D.B

AGENDA ITEM	DISCUSSION / DECISION	ACTION
1) Previous minute	<p>Dawn Grant noted that before minutes of the Area Children's Services Forum (ACSF) Meetings could be submitted for inclusion at Sutherland County Committee Meetings, the following amendments would need to be made:</p> <ul style="list-style-type: none"> • Members titles to be included next to their names at the beginning of the minute • Abbreviations not to be used until full description is given. <p>It was agreed that this minute would be finalised, distributed to all attendees and approved at the next ACSF Core Group meeting, before being submitted to the Sutherland County Committee.</p> <p>It was noted that the scheduled meeting of 26th January 2006 was not quorate. The business discussed would be referred to again at this meeting. One minute of 15th February 2006 will cover all business discussed.</p>	<p>C.G</p>
2) Matters Arising	<p><i>Youth Justice Seminar</i> Dawn advised that the Youth Justice Standards were about to go live, and that training events were taking place throughout this month for all relevant staff. She suggested that the ACSF should not plan to hold a Youth Justice Seminar until the training had taken place and more information had been obtained with regard to how the new Standards would work for everyone. Dawn to contact Joyce Gartshore at the end of March to discuss a possible calendar of events.</p> <p><i>Review of Children's Services Workers (CSW's)</i> Dawn noted that this item had not been progressed as yet, due to the fact that Christine Gray (CSW Manager) had been heavily involved in finalising matters at Airport House, Wick.</p> <p><i>Input from Marj Stewart (Integrated Assessment Framework Co-ordinator) & Sally Amor (Child Health Commissioner)</i> Innis noted that he has been having discussions on how to progress. Due to alterations in timescales it is possible that a fuller presentation will be arranged. The Integrated Assessment Framework and other developments may be presented under the Getting It Right For Every Child (GIRFEC) initiative which is now to be piloted in Inverness starting in August/September 2006.</p> <p><i>Health Report from Doreen Bell</i> Georgia Haire advised that she had spoken to Doreen Bell with regard to this report. Doreen had clarified to her that most of what was contained within the report was being progressed. Georgia will provide update at a future meeting.</p> <p><i>ISVTU – Intensive Support & Vocational Training Unit – Update from Dawn Grant</i> Dawn informed all members that this project was almost up and running and that the first admissions panel would be taking place at the end of March. Graham Nichols advised that a report would be submitted to the Caithness Area Committee in March.</p> <p><i>New Community Schools Approach (NCSA) Reports for Committee Meetings</i> It was agreed that the annual reports should be submitted including detailed expenditure for 2005-2006 and noting commitments in service for 2006-2007. Innis to draft reports for Service Managers for submitting in March</p>	<p>Bring forward</p> <p>D.G</p> <p>Bring forward</p> <p>Bring forward</p> <p>I.M</p>

	<p>Safe N Sound</p> <p>Peta Barber (Principal Area Educational Psychologist) detailed the remit of her role at present and the basic outline of a new pilot project called "Safe N Sound" which could be piloted in Caithness. (Handout information on this project was made available at the meeting)</p> <p>Peta presented this item to the ACSF members on 26th January 2006, seeking support from them to ensure that, if carried out, it would be a successful project. She explained that the project would need to be fully supported by key senior management, along with staff who would be most involved in running the pilot.</p> <p>The timescale in establishing this pilot was discussed and it was decided to try for a start at the new school term in August 06'.</p> <p>Innis sought clarification as to which children/young people this project would involve. Peta advised that she will contact Thurso High School, Wick High School, Airport House and Northcote Street. It was noted that discussions would need to be held with the staff at the Schools, Northcote Street and the Airport House.</p> <p>Peta sought clarification as to how to progress this. It was agreed that she would contact the Head Teachers at Wick and Thurso High Schools to arrange to meet with them together, and also to contact Dawn Grant and arrange to meet with her and Christine Gray.</p> <p>The arrangements were confirmed at today's meeting.</p>	
3) Barrie Forbes	<p>Barrie Forbes attended the meeting to give an update on the Additional Support for Learning (AsFL) Act. Barrie sought agreement from the ACSF members and the Area Education, Culture & Sport Managers that they were happy with the update and the plans for the future regarding case working sub group meetings, Co-ordinated Support Plans (CSP's) for individual children, and decisions being made with regard to these by the ACSF members.</p>	
4) Structure of ACSF	<p>Innis had previously circulated a discussion paper regarding the structure of the Area Children's Services Forum. Discussion was held with regard to the structure of the ACSF and strategic and operational roles of the group. Georgia noted that Doreen Bell would not always be able to attend the core group meetings; in these circumstances Georgia would represent Caithness as well as Sutherland. She also raised concern regarding the overlap between Associated School Groups (ASG's) and School Liaison Groups (SLG's) and their roles in relation to the ACSF proposals.</p> <p>It was decided that a further meeting would be required to focus on this single agenda item.</p> <p>All members recommended the proposed structure. (Graham did raise concern regarding Head Teachers availability to attend all relevant meetings due to the fact that in Caithness certainly, the Primary Head Teachers were very class committed.) Graham also advised that he would like to hear the Heads of Services views and comments with regard to this kind of approach.</p> <p>Bill suggested working to a timescale where this could be brought to the Area Forums</p>	Meeting to be arranged C.G
5) Parenting Training	<p>This item will require advice and information from Alan Richards (Highland Parenting Program Co-ordinator and Development Officer) who will be reporting on his work in due course. It was noted that key aspects of a strategy for parenting training should be included in future Youth Justice Seminars.</p>	Bring forward
6) Autism Development Officer	<p>It was agreed that Innis would contact Simon Webster (Autism Development Officer) directly and obtain written information from him to present to ACSF Members.</p>	I.M
7) Development Priorities	<p>It was agreed to bring this item forward to a future meeting and tie it in with For Highland's Children #2 (FHC #2). Innis briefly explained that the Area priorities would need to be revised. Innis to produce a brief paper regarding this item, and circulate to all members for discussion at a future meeting.</p>	Bring forward
8) AOCB & DONM	<p>It was agreed that the Meeting scheduled for April would be re-scheduled with a single agenda item on the structure of the ACSF and other associated groups delivering better Integrated Children's Services. This meeting will be scheduled to take place at the end of March, if possible.</p>	