

Integrated Children's Service Managers Meeting (INBS CSMG)
Tuesday 19th February 2008, 10am - 12pm in
Operations Room, Catering & Cleaning Offices, 30 Harbour Road, Inverness

Present:	Kate Birch	Area Children's Services Manager - SWS, HC (Chair)
	Tricia Morrison	Public Health Practitioner for Children & Families SE Highland CHP, NHS
	Bernadette Cairns	Acting Principal Educational Psychologist - ECS, HC
	Ian Cox	Chief Inspector, Burnett Road - Northern Constabulary
	Margaret Kinsella	Acting Assessment Co-ordinator - ECS, HC
	Lyn Grant	Admin. Asst, Integrated Children's Services - ECS, HC (Minutes)
Apologies	John Bruce	Senior Education Officer - ECS, HC
	Hilary MacPherson	Senior Reporter to Children's Panel - SCRA
	Karen Erskine	Reporter to Children's Panel - SCRA
In Attendance:	Bill Alexander	Head of Children's Services - NHS/HC
	Sue Roddick	Team Manager, Children and Families - SWS (South)
	Arthur Scott	Senior Social Worker - Youth Action Team
	Barrie Forbes	Additional Support for Learning Co-ordinator
	Marj Stewart	Project Manager - GIRFEC
	Stephen McGregor	Local Data Sharing Manager
	Gordon Allison	IT Lead - GIRFEC

	Subject	Decision	Actions
1.	Names for discussion	Confidential information - separate minute for INBSCMG members.	
2.	Welcome and Apologies	Introductions were made & people welcomed to meeting.	

<p>3. Minutes from last meeting</p> <p>Matters arising</p>	<p>Approved and agreed as accurate by those at previous meeting.</p> <p>Northern Constabulary Re-organisation - CI Cox NC Area command boundaries will change from 8 to 3. The new Inverness area will include Fort Augustus, Beauly, B&S as well as Nairn. This will make multi agency work more straightforward in this area. Insp Les Donaldson will move from Aviemore to Inverness and be the Inspector responsible for CP, Sex Offenders & Family Protection. It was deemed more appropriate for Insp Donaldson to be the NC representative at the ICSMG. Ian spoke about his own role within the new area.</p> <p>Local Action Fund - Margaret Kinsella CI Cox explained the work of blue light discos. The group welcomed the range of activities across the different communities and will be keen to see the evaluation of their impact.</p>	<p>Agreed.</p> <p>MK to contact L Donaldson and introduce the role & remit of the ICSMG and invite him to attend.</p> <p>Agreed to all applications. MK to ensure there is a report back on impact from the LAF activity.</p>	
<p>4. GIRFEC</p>	<p>GIRFEC - Bill Alexander, M Stewart, G Allison, S MacGregor</p> <p>A. Business requirements - G Allison & S MacGregor S MacGregor distributed paperwork (draft paper) on the business process/timeline. These show the Data Standards, what information is put into a system and how it's handled and travels. Q. Does the system adequately reflect your organisations day to day requirements? Practitioners are asked to look at this report and feed back to IT Leads on</p>	<p>ICSMG members to identify key practitioners /managers who should be consulted.</p> <p>ICSMG members to e-mail</p>	

whether the information is correct and adequate. G Allison and/or S MacGregor can speak to teams as required. Timescale is end of March for feedback. Electronic version available to send out if required.

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B. Handling the changes - Bill Alexander

Paper distributed .

Bill introduced his role in the development of practice change.

The ICSMG have now been introduced in the other 2 administrative areas of Highland.

The ICSMG asked for an Information Session with wider groups covering current policy & preparing people for changes in practice with the roll out of GIRFEC.

There is recognition that N, B&S are not familiar with changes which will result from the introduction of GIRFEC. It was agreed there should be a similar event for N, B&S.

Bill asked if Inverness needs a session for managers ensuring there is clarity about changes to practice and systems.

Agreement the session will be information sharing - not training for them.

Bill will issue a directive note to staff indicating how changes will take place.

G Allison the staff names who should be asked to undertake review.

Lyn to speak with Helen Stewart re dates.

		<p>C. GIRFEC update - Marj Stewart</p> <p>Programme 3 Lead Professional Training is progressing well. It is proving useful and the multi agency staff groups are responding positively to it. The December trial training exercise was worthwhile and the programme is able to respond to the evaluations of each session. Staff are increasing their understanding of how GIRFEC will work.</p> <p>Christine Cameron is the new ECS lead. A key responsibility is to progress the Education paperwork. Christine will also develop Programme 2 training specific to the needs of the Education setting.</p> <p>Children and families already receiving a service and may have a complex planning programme.</p> <p>A letter will come from SG explaining how the new system will work. The ICSMG was asked to decide on whether the information is presented as a leaflet or as a letter. A leaflet was preferred.</p>	<p>Lyn will disseminate the draft letter to this group for comment.</p>
<p>5. Budgets</p>		<p>Budget & Finance - Lyn Brown</p> <p>Inverness has a saving of £60K this year mainly as a result of vacant posts. Bill has taken this from the budget.</p> <p>There will be considerable budget pressures next year and possibly looking for savings for 2008/09.</p> <p>There will be one area code for INB&S, and a new coding system introduced in April for JCCYP budget.</p> <p>There was a slight overspend in N, B&S.</p>	<p>Bill & MK to discuss vacancies further.</p> <p>L Brown to contact K Birch re this.</p>

		<p>Budget Report - Margaret Kinsella There were savings as a result of unfilled vacancies. The CWSG budget (as was) also returned savings. Money to support Parenting Workshops was left unspent.</p> <p>Budget plans for year ahead The ICSMG contribute £6k to certain schools for BeCo. The role of BeCo's and the financial support of this work to be reviewed</p> <p>Culloden Academy receives a block amount from the ICSMG which is used to fund a teacher. They do not have access to a CSW.</p> <p>Agencies & departments receive a contribution to certain staff costs introduced as part of the New Community Schools development. This should be reviewed.</p> <p>Proposed changes for CEYW & CSW's - Margaret Kinsella Papers distributed. Discussions took place around possible changes, vacancies and how they might be filled ASAP. Central CSW post is retiring so this can go to VMG. CSW's recognise the need to change their working patterns. HT's understand the need for change; though have concerns regarding possible dilution of CSW presence without increased capacity.</p>	<p>MK & T Morrison discuss.</p> <p>MK, B Cairns & L Thom to undertake review.</p> <p>MK & J Bruce to discuss.</p> <p>T Morrison, K Birch to discuss with MK.</p> <p>MK to put VMG request to Bill Alexander</p> <p>Agenda item on 19th March for finalisation.</p>
6.	AOCB	<p>ICSMG Meetings There was discussion regarding time allocated to the ICSMG meeting. It was agreed that there was insufficient time allocated for proper discussion. The meetings have now been scheduled to run from <u>9.30am - 11.30am</u></p>	

		<p>from 19th March 2008. Please amend diaries accordingly.</p> <p>ICSMG Agenda Items</p> <p>Those people invited to attend the ICSMG to talk to an agenda item should be asked to wait at Reception until invited to join the meeting. This should minimise disruption.</p>	<p>All ICSMG members to update diaries.</p> <p>ALL those attending ICSMG meetings in future.</p>
8.	Date, Time & Venue of next meeting	<p>Wednesday 19th March 2008, <u>9.30 - 11.30am</u></p> <p>Operations Room, Catering & Cleaning Offices, 30 Harbour Road, Inverness.</p>	