

**ROSS, SKYE & LOCHABER
SERVICE MANAGER'S GROUP**

**Friday 14th May 2010
10am – 12 noon**

Committee Room 2, Council Offices, Dingwall

PRESENT:	John Ritchie (Chair)	Education, Culture & Sport Manager
	Valerie Gunn	Integrated Service Co-ordinator
	Pamela Ross	Northern Constabulary
	Kath McAvoy	Team Manager, SW
APOLOGIES:	Hugh Strachan	Reporter to Children's Panel
	Ruth McDonald	Reporter to Children's Panel
	Isobel Murray	YAT
	Alison Phimister	Locality Manager, NHS
	Maureen Keough	Area Children's Manager
IN ATTENDANCE:	Maggie Tytler (minute)	Administrative Assistant
	Lynsey Fraser-Smith	Social Worker
	It was noted that the meeting was inquorate.	
2.	MINUTES OF PREVIOUS MEETING – 9th April 2010	
	<ul style="list-style-type: none"> • <u>Educational Psychology</u> – Bob Leadbetter responded formalising cover. Further changes are likely to be made following the start of the new term in August. • <u>CSW Development Day</u> – to be discussed at meeting on 20th May with Valerie, Kath and ISO's. • <u>MAPPA</u> – Pamela to contact Carrie directly. 	
3.	Confidential	
4.	Confidential	
5.	SAFER HIGHLAND LOCAL FORUM – add to next agenda	
6.	<p>ALCOHOL PRACTITIONER–YAT</p> <p>Alison had advised that she had some of this information. Valerie was informed by the Lochaber Locality Manager that they are looking for a Band 6 Nurse, based with the mental health team, who would work predominantly with children/YP. This post was advertised but only one applicant responded so will be re-advertised. Applications have been received for a Band 4 early intervention worker based in the mental health team, these interviews should go ahead shortly. Posts to link with YAT. Funding is also available for 1.6 band posts but the job descriptions have yet to be written.</p> <p>It is expected that this will be replicated in Ross and Skye.</p>	
7.	<p>SERIOUS CASE REVIEW</p> <p>Valerie pointed out those responsible for actions. Multi Agency Practitioner Forums. These have been organised in Lochaber and Pamela advised C, S & ER plan to have two per year.</p>	

	<p><u>Action</u> To be discussed at meeting with ISO's on 20th May and also at the May S & L and Ross Liaison meetings</p> <p>Still awaiting final GIRFEC Guidance.</p> <p>MARAC is in the process of being rolled out along with the 21 questions. Interpreters are used.</p>
8.	<p>COG MINUTE – Kath McAvoy Jan Baird – chaired. John requested the draft minute be distributed 2/3 days after meeting. Kath gave a briefing on items discussed and outcomes. Next meeting on 7th July.</p> <p>Pamela would like a wider understanding around MAPPA.</p> <p><u>Action</u> Pamela to discuss with PPU and produce a draft protocol for SMG.</p> <p>Pamela to discuss report, issued to COG, with Ron Lyon.</p> <p><u>Action</u> Pamela to send report to be attached to this minute.</p> <p>COG noted that R, S & L had a number of constraints recorded.</p> <p><u>Action</u> Maggie to request COG minute after each meeting for distribution at SMG.</p>
9.	<p>LIAISON MEETING FEEDBACK Ross Development Day to take place in June followed by the Liaison Meeting in the afternoon. Pamela requested list of cases, along with DOB, to be discussed before Liaison Meetings, to ascertain if police are required to attend</p> <ul style="list-style-type: none"> • <u>Ross, 29 April 2010</u> – Ullapool CSW to be discussed under budget. • <u>Skye, 22 April 2010</u> – as read. • <u>Lochaber, 14 April 2010</u> – clarified process of referral to An Cala - approved by Liaison Meeting.
10.	WORK PLAN – to be discussed at next meeting.
11.	<p>AOCB</p> <ul style="list-style-type: none"> • Change in Legislation–Sexual Offences Scotland Act – scheduled for October 2010. <p><u>Action</u> Pamela to provide up date.</p> <ul style="list-style-type: none"> • Child Concern Forms – looking at conference call facility. Generic mail box has been requested. Valerie, Pamela and Kath Clarke to meet and discuss. • Maggie to email draft police structure to Pamela to populate/update.
12.	<p>BUDGET - Managers Valerie distributed budget proposal – 1% payrise to be added. Advice received is to work on same budget as 2009/10 but be prepared for a cut. Valerie produced calculations to cover Ullapool CSW (approx £800 - £1000). Group</p>

	<i>agreed funding.</i>
13.	Next Meeting Date Friday 11 th June 10am – 12 noon Committee Room 2, Council Offices, Dingwall.