



## Children, Young People and Families Citywide Forum Steering Group meeting

### Agenda

**Friday 27<sup>th</sup> April 2018, 9.30 to 12.30 – OPFS, 19 Waterloo Street**

**Present:** Lee Anthony (OPFS), Eddie Kane (Barnardo's), Gillian Leslie (Home Start Glasgow South), Liz Reid (Action for Children), Julie Richardson (Children 1<sup>st</sup>), Maxine Hawthorn (Aberlour)

**In attendance:** Suzie Scott (GCVS), Lisa Wright (GCVS)

**Apologies:** Audrey Anderson (Early Years Scotland), Carla Fyfe (A&M), Michelle King (Rosemount), Isabel Dunsmuir (DRC Generations), Biba-Lee Devine (Stepping Stones for Families), Sharon Colvin (3D Drumchapel), Alison McIntyre (Barnardo's), Melodie Crumlin (PEEK).

#### 1. Minutes of last meeting and matters arising

The minutes of the last meeting were looked over, items already on the agenda were left to be discussed.

##### a) Glasgow Life

There was discussion of the Glasgow Life FAB Project, as presented at the last steering group meeting. Lisa reminded the group that a member of the steering group can volunteer to join the FAB Project Board. Due to lower attendance at the meeting, it was agreed that this can be decided by e-mail. **Action: Lisa/Suzie to send out reminder for steering group member to join FAB Project Board.**

The group discussed the issue raised with Andrea McMillan at the last meeting around school lets and use of community halls/centres. Lee mentioned that an OPFS service has been successful in using a school hall, partly thanks to the local councillor in the area. The group thought this was very positive and would be a good example to follow/use as precedent.

It was agreed that Suzie/Lisa can draft up a letter to send to Glasgow Life about the issue. It will then be circulated with the steering group for comment. **Action: Suzie to draft letter and circulate with the group ASAP.**

##### b) Mike Burns

Eddie updated the group on recent arrangements he has made with Mike Burns (GCHSCP) to meet for a catch up re: the new GCHSCP groups and also to discuss funding for the Citywide Forum. It was agreed that Suzie and Eddie will meet to do work on costing funding for the Citywide Forum, particularly looking at separating out what work is solely Citywide Forum and what work is part of Everyone's Children, therefore Scottish Government funded. **Action: Suzie and Eddie to arrange a meeting to cost Citywide Forum spending.**

Eddie also informed the group that he plans to suggest to Mike that a quarterly meeting is scheduled, to ensure continuity in the relationship between the Citywide Forum and his team. There was discussion around whether this would be an additional meeting to the steering group meetings, or if it would work best to simply invite Mike along to steering group meetings. The group agreed that it was easier to invite Mike along to steering group meetings, considering people's capacity at the moment. **Action: Eddie to update group at next steering group meeting re: discussions with Mike Burns.**

## **2. Action Plan**

The Action Plan was looked over. Eddie stressed the importance of assigning tasks which hadn't been assigned so far to keep up momentum. Due to low numbers at the meeting there wasn't capacity to assign every task appropriately. **Action: Final tasks on Action Plan must be assigned/tied up at the next steering group Meeting (June 1<sup>st</sup>).**

### **a) Groups**

There was a detailed discussion around representation on groups and the need to map out what groups are already there and create strong links to the Citywide Forum. Each group was identified and current reps on each group (who are current, active members of the Citywide Forum) were identified:

#### **GCHSCP**

**Children's Services Executive Group** (Eddie previously)

**GIRFEC Service Managers Group** (Eddie)

**Child Protection Committee** (Michelle, Maxine, Eddie) – meets quarterly

**Child Protection Committee Quality Assurance Group** (Eddie) – meets 6 weeks

**Neglect sub-group** (Liz) – meets 8 weeks

**Children's Services Planning Group** (Suzie and Biba)

**Corporate Parenting** (Greg)

#### **Locality Planning**

**NE Locality Planning Group (Children and Families)** (Eddie Kane, Michelle King, Liz Reid) – quarterly

**NW Locality Planning Group (Children and Families)** (Lee Anthony, Alison McIntyre)  
– quarterly

**South Locality Planning Group (Children and Families)** (Julie Richardson) – quarterly

### Third Sector

**Third Sector Forum** (Greg)

**North West Children and Families Network** (Alison McIntyre, Lee Anthony, GCVS)

**South Children, Young People and Families Third Sector Forum** (Julie Richardson)

**North East Consortium**

#### **i) CSEG and GIRFEC Service Managers Group**

There was discussion around Eddie being informed to join the GIRFEC Service Managers group instead of the CSEG. Eddie informed the group that the GIRFEC Service Managers group and the CSEG have very similar items on the agenda; it is apparent that some of the work of the CSEG is done at the GIRFEC group. Eddie told the group he would discuss this move further with Mike when they next meet.

**Action: Eddie to feedback on discussion with Mike around Citywide Forum representation on the CSEG vs GIRFEC Service Managers.**

#### **ii) Family Support Group**

The new GCHSCP Family Support Planning Group Terms of Reference were looked at. GCHSCP have given GCVS 1 place on the group and 2 places for the Citywide Forum. There was a detailed discussion of the importance of this group and how the representative chosen must work hard to represent the Citywide Forum. The group agreed that the best way to choose representatives would be to draw up some criteria and put out a request for an expression of interest.

The group then worked on drawing up the essential criteria for the rep. It was agreed that a sub-group will sit below the Citywide Forum representatives in order to involve the Citywide Forum steering group members and wider third sector with the work of the Family Support Group.

The agreed criteria for representatives on the Family Support Group were:

- Significant and consistent involvement in Citywide Forum steering group
- Ability and capacity to prioritise attendance at the Family Support Group and to participate in any actions or tasks
- Ability and capacity to co-chair the Citywide Forum sub-group on Family Support
- Appropriate senior/manager level similar to that of existing group members (see Terms of Reference) – with autonomy to make decisions
- Commitment to taking forward action points on behalf of the Citywide Forum
- Commitment to working within the Citywide Forum Code of Conduct

It was agreed that if there is more than one expression of interest, a panel consisting of 2 steering group members (who have not expressed interest) and the Everyone's

Children Manager will make a decision on the representatives, in line with these criteria.

It was agreed that an e-mail would be sent out to steering group members for the expression of interest on Monday 30<sup>th</sup> April with a deadline of Tuesday 8<sup>th</sup> May to respond. Eddie informed the group he would approach Alison Murphy (replacement for Liz Fourn – Senior Officer, Planning) for information on frequency of the Family Support Group.

**Action: Family Support Group representatives to be confirmed at next steering group meeting. Eddie to report back on update from Alison Murphy re: frequency etc.**

#### **b) Communications – feedback from sub-group**

Julie and Lisa fed back to the group from the communications sub-group meeting which took place on 20<sup>th</sup> April.

The sub-group had worked on mapping links between local groups and networks and the Citywide Forum and how best to create two-way communication and robust feedback processes. It was agreed that feedback from Citywide Forum reps to the steering group must also be tightened, which steering group members agreed with.

The website content was also looked at by the sub-group, who agreed that folders containing minutes/feedback/resources would be uploaded to the page. Lisa showed the group that she had started this process since the sub-group meeting and that this would need to be continued to be updated. At the sub-group meeting Biba had agreed to draw up a new blurb for the main section of the website. **Action: Biba to feedback website blurb to the group as soon as possible.**

It was also agreed that a blog/news section would continue to be updated by steering group members. Liz agreed she would write up a blog covering her experience of working on the Neglect sub-group. **Action: Liz to send completed blog to Suzie to upload to website.**

#### **c) Citywide Forum AGM**

Plans for the Citywide Forum AGM were discussed. Previous discussions around linking the AGM to a child protection event with Karen Frew (Lead Officer, Public Protection) were raised again. Maxine informed the group that Karen is available to attend the next steering group meeting where potential for this can be discussed further.

Suzie also suggested that the AGM could be hosted in the City Chambers (free to use) and Chris Cunningham (Convener for Education, Skills and Early Years, Glasgow City Council) could be invited alongside other councillors.

**Action: Initial ideas/route for the AGM to be firmed up before the next steering group meeting.**

### **3. Big Lottery NE Consortium**

Eddie gave the group a small presentation on the recent North East Consortium which Barnardo's have been involved in - securing funding from Big Lottery.

Eddie explained the process was not closed, and the consortium bid grew from members of the North East Locality Planning Group. The consortium consists of: Quarriers, Barnardo's, Rosemount, Geezabreak, Women's Aid, Home Start Glasgow North and Safe Families. The work grew from specific need in the North East – one of the most deprived areas in Glasgow and with 45 open social work cases. Eddie explained that the service will address the need for the large number of social work cases that are still open, yet don't reach that higher threshold for social work.

Eddie explained that the consortium has been granted money for a spot purchase budget, meaning they will be able to involve other third sector services. The group welcomed the opportunity for organisations who are not part of the consortium to benefit from and be a part of the service.

There was a discussion around how consortium working is a valuable tool for learning for future commissioning in the third sector, particularly for the upcoming transformational change programme.

### **4. Everyone's Children Update**

#### **a) Annual Report**

Suzie and Lisa presented to the group the summary/outputs of the Everyone's Children Project 2017-18 which included various achievements of the Citywide Forum. The group agreed that progress that has been made in the past year are very impressive.

#### **b) Funding Update & Lisa Job Move**

Suzie updated the group that Everyone's Children are still waiting to have funding confirmed for 2018, making planning extremely difficult. The group were informed that due to this uncertainty Lisa has secured a new job and will be leaving the Everyone's Children post at the start of May. The group thanked Lisa for her support to the Citywide Forum.

### **5. Feedback from meetings/events**

#### **a) North West Children and Families Network**

Lee discussed how the North West Children and Families Network (previously the North West Wellbeing Network) are going through a relaunch/rebrand and are holding a relaunch event on 23rd May with Karen Dyball (Head of Children's Services North West). Karen Dyball had suggested that those involved in the NE Consortium were invited to share information on their experience of this type of contract. Eddie updated the group that Pat Togher (CS North East) had already been in touch with Eddie to arrange this.

Lee explained that the event will involve a reciprocal element where third sector organisations and the NW Locality Team could share their work/information, and providing a better understanding of third sector services for Karen Dyball and her team. **More information/an Eventbrite will be put out for the event in the next week.**

#### **b) South Glasgow Networking Event**

Those who attended the South Glasgow Networking Event on 19<sup>th</sup> April discussed the success of the day, which had good representation from various statutory representatives finding out information about third sector services in the South.

#### **c) Karen Frew (Lead Officer, Public Protection) & Neglect Toolkit**

Eddie, Maxine and Liz discussed how the need to raise awareness of the Neglect Toolkit had been raised at the Quality Assurance Group, Neglect sub-group and individually by Karen Frew (new Public Protection Lead Officer). Eddie suggested raising awareness of the Neglect Toolkit could be tied on to the Citywide Forum AGM. Maxine told the group that Karen Frew had suggested training sessions could be carried out by her team to third sector partners.

Karen Frew had also discussed involving the third sector and Citywide Forum in their Public Protection event taking place in September. Maxine informed the group that she had invited Karen Frew along to the next steering group meeting (1<sup>st</sup> June) to discuss these arrangements further. **Action: Maxine/Michelle to discuss further arrangements/update Karen Frew before the next meeting.**

#### **d) Quality Assurance Group**

Eddie reported that there were discussions at Quality Assurance Group around reduction in number of Child Protection/Child Reporter registrations and the level of risk having to be managed as a result of this by the third sector. It was reported that this issue had not been raised at Child Protection reviews. The group agreed that this was a known issue in the third sector which had felt to have been raised on various occasions. It was agreed that there needs to be a more detailed discussion around this. **Action: Eddie to feedback on issues**

around child protection registration/third sector risk.

## 6. AOCB

### a) Education Skills Early Years and City Policy Committee

Suzie reminded the group that a rep for the committee had to be decided. Due to low attendance at the meeting and members having to leave early it was agreed that this can be agreed by e-mail over the next few days. It was agreed that similar criteria to that decided for the family support group rep would be needed for this group, considering the importance of it and it being a council group.

**Action: Education Skills Early Years and City Policy Committee rep to be decided and group notified at next meeting.**

### b) Significant Case Review sub-group

Maxine informed the group that the first meeting of the SCR sub group had taken place on 10<sup>th</sup> April to begin discussion around dissemination from the CPC. It had been a small group meeting and the group hope to have higher representation at the next meeting on 17<sup>th</sup> May at Barnardo's, Mitchell Street. **(Those who are interested in being part of the SCR sub group should contact Maxine or Suzie).**

**Action: Feedback from the next SCR sub group meeting to be given at steering group meeting on 1<sup>st</sup> June.**

### c) Holiday Hunger Event – 1<sup>st</sup> May

Suzie informed the group that she was invited to attend a short life steering group working on a Summer Holiday Food Programme Grant which Glasgow City Council have to battle holiday hunger among children in Glasgow. Third sector organisations will be able to apply for a grant to deliver food provision to children in existing holiday programmes.

An information and consultation event is due to be held at the Albany Centre on 1<sup>st</sup> May at 2pm, led by Jim Wilson, GCC (Head of Service, Education). Once the application process has been decided by the steering group, GCVS will be disseminating information out to third sector organisations. **Action: Suzie to give the steering group an update on the grant programme when it is finalised.**

## 7. Date of next meeting:

**Friday 1<sup>st</sup> June 2018**