



Convention Item 02

## MINUTE OF MEETING OF COSLA CONVENTION

Friday 17<sup>th</sup> June 2022, 11am

Verity House, 19 Haymarket Yards, Edinburgh and Via MS Teams

### **Present**

Aberdeen City	Cllr Emma Farquhar (Sub)
Aberdeen City	Cllr Miranda Radley
Aberdeen City	Cllr Alex Nicoll
Aberdeen City	Cllr Sandra Macdonald
Aberdeen City	Cllr Ian Yuill
Aberdeenshire	Jim Savage
Aberdeenshire	Cllr Alison Evison
Aberdeenshire	Cllr Mark Findlater
Aberdeenshire	Cllr Ross Cassie
Aberdeenshire	Cllr John Cox
Aberdeenshire	Cllr Gwyneth Petrie
Aberdeenshire	Cllr Anne Stirling
Angus	Mark Armstrong (Sub)
Angus	Cllr Kenny Braes
Angus	Cllr Bill Duff
Angus	Cllr Beth Whiteside
Angus	Cllr Craig Fortheringham (Sub)
Argyll and Bute	Pippa Milne
Argyll and Bute	Cllr Jim Lynch
Argyll and Bute	Cllr Robin Currie
Argyll and Bute	Cllr Daniel Hampsey
City of Edinburgh	Andrew Kerr
City of Edinburgh	Cllr Cammy Day
City of Edinburgh	Cllr Lesley MacInnes
City of Edinburgh	Cllr Adam McVey
City of Edinburgh	Cllr Iain Whyte
City of Edinburgh	Cllr Lewis Younie (Sub)
City of Edinburgh	Cllr Claire Miller
Clackmannanshire	Nikki Bridle
Clackmannanshire	Cllr Ellen Forson

Clackmannanshire	Cllr Denis Coyne (Sub)
Clackmannanshire	Cllr Kenneth Earle
Comhairle nan Eilean Siar	Malcom Burr
Comhairle nan Eilean Siar	Cllr Paul Steele
Comhairle nan Eilean Siar	Cllr Kenneth Macleod
Comhairle nan Eilean Siar	Cllr Duncan MacInnes
Dumfries and Galloway	Lorna Meahan (Sub)
Dumfries and Galloway	Cllr Stephen Thompson
Dumfries and Galloway	Cllr Linda Dorward
Dumfries and Galloway	Cllr Gail Macgregor
Dumfries and Galloway	Cllr Paula Stevenson (Sub)
Dundee City	Gregory Colgan
Dundee City	Cllr Willie Sawers (Sub)
Dundee City	Cllr John Alexander (Sub)
Dundee City	Cllr Steven Rome
Dundee City	Cllr Kevin Keenan
Dundee City	Cllr Craig Duncan
East Ayrshire	Eddie Fraser
East Ayrshire	Cllr Douglas Reid
East Ayrshire	Cllr Jim McMahon
East Ayrshire	Cllr Maureen McKay
East Ayrshire	Cllr Neill Watts (Sub)
East Dunbartonshire	Gerry Cornes
East Dunbartonshire	Cllr Gordan Low
East Dunbartonshire	Cllr Colette McDiarmid (Sub)
East Dunbartonshire	Cllr Vaughan Moody
East Lothian	Monica Patterson
East Lothian	Cllr Norman Hampshire
East Lothian	Cllr Lyn Jardine
East Lothian	Cllr Lachlan Bruce
East Renfrewshire	Lorraine McMillan
East Renfrewshire	Cllr Own O'Donnell
East Renfrewshire	Cllr Tony Buchanan
East Renfrewshire	Cllr Gordon Wallace
Falkirk	Kenneth Lawrie
Falkirk	Cllr Cecil Meiklejohn
Falkirk	Cllr Paul Garner
Falkirk	Cllr Anne Hannah
Falkirk	Cllr James Bundy
Fife	Eileen Rowand (Sub)
Fife	Cllr David Ross
Fife	Cllr Brian Goodall
Fife	Cllr Lesley Blackhouse
Fife	Cllr Rosemary Liewald
Fife	Cllr Kathleen Leslie
Fife	Cllr Alan Knox
Glasgow City	Cllr Susan Aitken
Glasgow City	Cllr Roza Salih
Glasgow City	Cllr Fyeza Ikhlaq
Glasgow City	Cllr George Redmond

Glasgow City	Cllr Soryia Siddique
Glasgow City	Cllr Jon Molyneux
Highland	Donna Manson
Highland	Cllr Raymond Bremmer
Highland	Cllr Ken Gowans
Highland	Cllr Bill Lobban
Highland	Cllr John Finlayson
Highland	Cllr Alasdair Christie
Inverclyde	Louise Long
Inverclyde	Cllr Stephen McCabe
Inverclyde	Cllr Elizabeth Robertson
Inverclyde	Cllr Martin McCluskey (Sub)
Midlothian	Dr Grace Vickers
Midlothian	Cllr Kelly Parry
Midlothian	Cllr Russell Imrie
Midlothian	Cllr David Virgo
Moray	Roderick Burns
Moray	Cllr Shona Morrison
Moray	Cllr Neil McLennan
Moray	Cllr Marc Macrae (Sub)
Moray	Cllr Graham Leadbitter
North Ayrshire	Craig Hatton
North Ayrshire	Cllr Marie Burns
North Ayrshire	Cllr Shaun Macaulay
North Ayrshire	Cllr Joe Cullinane
North Lanarkshire	Des Murry
North Lanarkshire	Cllr Heather Brannen-McVey
North Lanarkshire	Cllr Jordan Linden
North Lanarkshire	Cllr Tracy Carragher
North Lanarkshire	Cllr Alan Stubbs
North Lanarkshire	Cllr Kirsten Larson
North Lanarkshire	Cllr Paul Kelly (Sub)
North Lanarkshire	Cllr Angela Campbell
Orkney Islands	Karen Greaves (Sub)
Orkney Islands	Cllr James Stockan
Orkney Islands	Cllr Heather Woodbridge
Orkney Islands	Cllr Steven Heddle
Perth and Kinross	Karen Donaldson (Sub)
Perth and Kinross	Cllr Grant Laing
Perth and Kinross	Cllr Eric Drysdale
Perth and Kinross	Cllr John Duff
Perth and Kinross	Cllr Peter Barrett
Renfrewshire	Alan Russell
Renfrewshire	Cllr Ian Nicholson
Renfrewshire	Cllr Jacqueline Cameron
Renfrewshire	Cllr Jim Paterson (Sub)
Renfrewshire	Cllr Iain McMillan
Renfrewshire	Cllr Neill Graham
Scottish Borders	Cllr Euan Jardine
Scottish Borders	Cllr Donald Moffat (Sub)

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Cllr Scott Hamilton  
 Cllr David Parker (and Clive)  
 Peter Peterson (Sub)  
 Cllr Gary Robinson (Sub)  
 Cllr Andrea Manson  
 Cllr Davie Sandison  
 Eileen Howat  
 Cllr Peter Henderson  
 Cllr Brian McGinley  
 Cllr Brian Connolly  
 Cleland Sneddon  
 Cllr Joe Fagan  
 Cllr John Ross  
 Cllr Maureen Chalmers  
 Cllr Katy Loudon  
 Cllr Gerry Convery  
 Cllr Alex Alison  
 Carol Beattie  
 Cllr Graham Houston  
 Cllr Chris Kane  
 Cllr Scott Farmer  
 Cllr Neil Benny  
 Peter Hessel  
 Joyce White  
 Cllr Karen Conaghan  
 Cllr Clare Steel  
 Cllr Lawrence O'Neill  
 Graham Hope  
 Cllr Lawrence Fitzpatrick  
 Cllr Janet Campbell  
 Cllr Kirsteen Sullivan  
 Cllr Damian Doran-Timson

### **Apologies**

Aberdeen City  
 Aberdeen City  
 Angus  
 Angus  
 City of Edinburgh  
 Clackmannanshire  
 Dumfries and Galloway  
 Dumfries and Galloway  
 Dundee City  
 Dundee City  
 East Ayrshire  
 East Dunbartonshire  
 Fife  
 Glasgow City  
 Glasgow City

Angela Scott  
 Cllr Ryan Houghton\*  
 Margo Williamson\*  
 Cllr Derek Wann\*  
 Cllr Kevin Lang\*  
 Cllr Martha Benny\*  
 Derek Crichton\*  
 Cllr Richard Brodie\*  
 Cllr Heather Anderson\*  
 Cllr Ken Lynn\*  
 Cllr John McFadzean\*  
 Cllr Alan Moir\*  
 Steve Grimmond\*  
 Annemarie O'Donnell  
 Cllr Kieran Turner

Glasgow City  
 Inverclyde  
 Moray  
 North Ayrshire  
 North Lanarkshire  
 Orkney Islands  
 Perth and Kinross  
 Renfrewshire  
 Scottish Borders  
 Scottish Borders  
 Shetland Islands  
 Shetland Islands

Cllr Blair Anderson  
 Cllr Natasha McGuire\*  
 Cllr Kathleen Robertson\*  
 Cllr Tom Marshall  
 Cllr Andrew Duffy-Lawson\*  
 John Mundell\*  
 Thomas Glen\*  
 Cllr John Shaw\*  
 Netta Meadows  
 Cllr Elaine Thornton-Nicol\*  
 Maggie Sandison\*  
 Cllr Emma Macdonald\*

\*Denotes a Substitute

## **Public Session**

### **1. Introduction from COSLA Vice President**

Councillor Graham Houston, COSLA's current Vice President, welcomed all Members to the first Convention for the new COSLA Presidential Team and Spokespersons, soon to be elected. The Vice President provided advice on how to participate in the meeting in a hybrid setting. Apologies and substitutes were noted separately for the minute.

Councillor Houston handed over to COSLA's Chief Executive, Sally Loudon, who chaired Convention through the election of the new COSLA President and Vice President.

### **2. Election of President**

The Convention received a report which informed Members of the nominations received for the post of COSLA President.

Ahead of the vote for the COSLA President, the meeting was informed that due to the number of attendees at this meeting of Convention the number of votes eligible to be cast were 131 (in room and online).

The COSLA Chief Executive advised that Councillors Tony Buchanan, Paul Kelly, Gail Macgregor and Andrew Polson had withdrawn their nominations for the Presidency and therefore the nominations were as follows:

- Cllr Heather Brannan-McVey
- Cllr Alison Evison
- Cllr Steven Heddle
- Cllr Shona Morrison

Following an electronic secret ballot, it was announced that the vote was as follows:

- Cllr Heather Brannan-McVey – 62
- Cllr Alison Evison – 3
- Cllr Steven Heddle – 0
- Cllr Shona Morrison – 66

- No Vote - 0

The COSLA Chief Executive advised that Councillor Shona Morrison had been duly elected as the new President of COSLA.

Convention thanked Councillor Alison Evison for all her work as the COSLA President for the past five years.

The newly elected President was invited to the top table and then took over as Chair of the meeting.

A recess of the meeting was called at 11.20am and reconvened at 11.30am.

### **3. Election of Vice-President**

The Convention received a report which informed Members of the nominations received for the post of COSLA Vice-President.

The COSLA President Councillor Shona Morrison advised that Councillors Tony Buchanan, Gail Macgregor, and Andrew Polson had all withdrawn their nominations for the Vice Presidency. As a result of Councillor Shona Morrison being elected President, her nomination was automatically withdrawn and as a result of the gender rules Councillor Heather Brannan-McVey could no longer be considered for election. Therefore, the nominations were as follows:

- Cllr Peter Barrett
- Cllr Steven Heddle
- Cllr Paul Kelly

Following an electronic secret ballot, it was announced that the vote was as follows:

- Cllr Peter Barrett – 54
- Cllr Steven Heddle – 69
- Cllr Paul Kelly – 3
- No Vote - 5

The COSLA Chief Executive advised that Councillor Steven Heddle had been duly elected as the new COSLA Vice President.

Convention thanked Councillor Graham Houston for all his work as the COSLA Vice-President for the past five years.

The new COSLA President and Vice-President thanked Members for voting them into their respective posts.

A recess of the meeting was called at 12pm and reconvened at 12.30pm.

### **4. Presentation on COSLA by Chief Executive**

The Convention received a PowerPoint presentation from the COSLA Chief Executive providing an overview of COSLA, governance arrangements, and the role and remit of the Convention.

The Convention noted the content of the presentation.

## **5. Job Descriptions of Office Bearers**

The Convention was provided with a report which invited agreement on the job descriptions for all COSLA Office Bearers.

The Convention agreed the job descriptions for President, Vice President, and Spokespersons as outlined at Appendix A of the report.

## **6. Appointment of Spokespersons**

The Convention received a report which invited Members to agree the apportionment of Spokespersons' roles based on political group numbers within the Convention and agree the appointment of candidates put forward by political groups on that basis. The recommendation was proposed and seconded collectively by COSLA Political Group Leaders.

Accordingly, Convention:

- i. Noted the appointment of Spokespersons' roles as outlined at paragraph 6 of the report; and
- ii. Agreed the appointment of Spokespersons (as recommended by COSLA Political Group Leaders), as below:
  - Resources – Cllr Katie Hagmann (Dumfries and Galloway, SNP);
  - Health and Social Care – Cllr Paul Kelly (North Lanarkshire, Labour);
  - Children and Young People – Cllr Tony Buchanan (East Renfrewshire, SNP);
  - Environment and Economy – Cllr Gail Macgregor (Dumfries and Galloway, Conservative); and
  - Community Wellbeing – Cllr Maureen Chalmers (South Lanarkshire, SNP).

## **7. Appointments to Outside Bodies**

The Convention considered a report which outlined appointments required to be made by COSLA at the start of a new Council term to outside, employer, and other bodies.

In relation to Recommendation **viii a**. Convention was informed that there was a change to the number of vacancies to be filled on the Scottish Teachers Pension Scheme Advisory Board, following an update earlier in the week from the Scottish Public Pensions Agency. SPPA had advised that there were five vacancies to be filled, rather than six as previously stated.

Convention delegates were also informed of an additional recommendation required as **viii d.**:

*In addition to the five spaces to be filled on the Teachers' Pension Scheme Advisory Board, there are three posts to be filled on the Local Government Pension Scheme Advisory Board. There are five Elected Member posts on this Board, but two are already filled, as noted in paragraph 51 of the report.*

An Amendment to the recommendations was proposed by Councillor Douglas Reid and seconded by Councillor David Ross. This was agreed unanimously.

Accordingly, Convention:

- i. Agreed that for various international bodies (as paragraphs 2—13) the following places be filled on the basis of political consensus between COSLA Political Group Leaders, achieving gender balance where needed:
  - a. Agreed the following places at the Council of European Regions and Municipalities Policy Committee – Cllr Gary Robinson (full member), Cllr Gail Macgregor (alternative member), and Cllr Peter Barrett (alternative for WLGA member);
  - b. Agreed the COSLA delegate on the UCLG World Council be the President, and agreed the alternative as Vice President;
  - c. Agreed that the practice continues of selecting representation as appropriate to the particular meeting of the EU Committee of the Regions UK Contact Forum from the Presidential Team or Spokespersons;
- ii. Agreed that Councillor Jacqueline Cameron and Councillor Julie Bell continue their positions representing COSLA on the Public Health Scotland Board (as paragraphs 14-15);
- iii. Agreed that the COSLA positions on the Improvement Service Board be filled by the President, Cllr Ellen Forson, Cllr Neil Benny, and a representative of the Labour Group to be confirmed following the meeting (as paragraphs 16-19);
- iv. Agreed the proposed size and political make-up of the TSS Board (as paragraphs 22-25) and to authorise COSLA Political Group Leaders to make the necessary appointments by the end of July;
- v. Agreed the proposed size and political make-up of the Business Gateway Boars (as paragraphs 28-30) and to authorise COSLA Political Group Leaders to make the necessary appointments by the end of July;
- vi. Agreed the Councillors to represent employer interests on the negotiation bodies that agree our employees pay and conditions as follows – encourage as soon as possible the nomination of one Councillor from each Council to join the Scottish Joint Council for Local Government Employees (SJC), authorise COSLA Political Group Leaders to identify twelve Councillors for the SJC steering group and agree the following eight Councillors for the Scottish Negotiation Committee for Teachers (as paragraphs 32-36) – Cllr John Finlayson; Cllr Anne Stirling; Cllr Stephen McCabe; Cllr Angela Campbell; Cllr David Virgo; Cllr Daniel Hampsey; and two representatives of the SNP Group to be confirmed after the meeting;
- vii. Agreed that if there is a need for a Chief Officials or Craft Operatives committee meeting COSLA officers should seek Councillors from those Members representing Councils on the full SJC (as paragraphs 37-39);
- viii. Agreed that, in terms of vacancies on the Scottish Public Pension Agency Pension Boards (as paragraphs 40-57):
  - a. Agreed the proposed process and timeline for filling two vacancies on the Scottish Teachers' Pension Board and the five vacancies on the Scheme Advisory Board;
  - b. Agreed that the call for prospective nominees should include Council Officers with experience of pensions, as well as Elected Members, for the positions on the Scheme Advisory Board in particular;
  - c. Agreed that any future vacancies on both Boards be filled in line with the processes above and that to achieve this, COSLA Officers will work under



the direction of COSLA's Resource Spokesperson and alongside SPPA's Governance Officers, seeking nominations from Councils as required; and

- d. Agreed that the three vacant COSLA Elected Member representatives on the Scottish Local Government Pension Scheme Advisory Board, taking account of the considerations set out in the paper's paragraphs, 46-51, be filled by nominations from Political Group Leaders by mid-July.

*N.B. [Appointments were made post-meeting as agreed above, and further details are available on request from COSLA officers]*

## **8. Appointments to COSLA Audit Group**

The Convention received a report which invited Members to agree the proposed size and political make-up of the Audit Group, as its membership needed reviewing along with appointments to the Group.

The COSLA Constitution stated that "*Convention shall determine the delegated powers, size, and political composition of all the Association's governance structures.*" Section 5 of the Scheme of Delegation, provided as part of the report, gave further specific detail relating to the Audit Group.

Convention was informed that based on the experience in the last Local Government term and on the new political make-up of COSLA, proposals had been presented within the paper of a suggested size and political make-up of the Group.

Convention was asked to authorise COSLA Political Group Leaders to make the appointments by the end of June, allowing the Group to meet, elect a Chair, and start its work. Importantly, this included presenting a report to Convention in October on the previous year's audited COSLA Accounts.

Convention:

- i. Agreed the proposed size and political make-up of the Audit Group; and
- ii. Authorised the COSLA Political Group Leaders to make the necessary appointments by the end of June.

## **9. Draft Minute of Previous Meeting of Convention on 25<sup>th</sup> February 2022**

The minute of the Convention Meeting held on the 25<sup>th</sup> of February 2022 was agreed as an accurate record.

## **10. COSLA's Strategic Context and Priorities for the New COSLA Plan (2022-2027)**

The Convention received a report on the framework for a refreshed COSLA Plan agreed at COSLA Convention on 25 February 2022. The Plan was based on the "Blueprint for Local Government" developed during COVID and the intention was that further detail would be brought to COSLA Convention in October 2022 for approval.

However, since then, there had been many changes to the strategic context:

- Russia had invaded Ukraine, with serious implications for the rest of the world;

- Currently in the midst of a cost-of-living crisis;
- Soaring inflation and energy prices, impacting individuals, families, and councils;
- A new National Strategy for Economic Transformation had been published, and concerns had been raised about COSLA and Local Government's role in relation to governance arrangements;
- Uncertainty around the National Care Service, with legislation to follow shortly; and
- Scottish Government had published its spending plans for the rest of the parliamentary term, which showed a "flat-lining" of core Local Government revenue for the next three years.

Given the changes, the paper provided Convention with an updated summary of the current strategic context for Local Government and an overview of the types of new issues that should be included under each of the six Blueprint themes. With agreement from Convention, COSLA would commence work immediately on the new Plan and it would be brought to Convention in October for approval.

Convention:

- Provided comments on the strategic context and key priorities for COSLA; and
- Agreed that a refreshed COSLA Plan be brought to Convention for agreement in October 2022 using the Blueprint themes as its basis.

## **11. European Charter of Local Self-Government - Update**

The Convention received an update on the European Charter of Local Self-Government, following on from the update received during COSLA Convention on 25 February 2022.

The previous COSLA President had met with Mark Ruskell MSP, the Parliamentary lead on this Bill, and been assured of his support for early progress. Particularly, he assured the then President that he too was pressing Scottish Government to bring forward the required changes as soon as practicable.

Progress remained incremental, so Convention in February, had requested a further update to be presented at this meeting of Convention. Significantly, on 24 May 2022, the Deputy First Minister, John Swinney, had delivered a Ministerial Statement to the Scottish Parliament regarding both the European Charter on Local Self-Government and the UNCRC incorporation Bills. The paper listed the salient points made in Mr Swinney's statement.

Convention members asked that the new Presidential Team press for a prioritisation of the changes required in order to resolve the UK Supreme Court issues on competency, so that the Bill could be passed and established in Scots Law as soon as possible. Similarly, an update on the UNCRC Children's Rights and Protection Bill should be expedited as per the recommendations below.

Convention:

- Agreed that COSLA continue to engage with the Scottish Government and press for the development of suitable amendments required by the Supreme Court that could be made to both the European Charter and UNCRC Bills so that they could be formally enacted; and
- Agreed that a further report be provided at the next meeting of Convention.

**Close**

Councillor Morrison concluded the meeting of COSLA Convention at 1pm. The new COSLA President thanked Members for their attendance and expressed her enthusiasm and excitement to work with COSLA Convention Members over the next five years.

The next meeting of COSLA Convention was Friday 28 October 2022.

**AREA SUPPORT TEAM****Date:** Thursday 21 July 2022 @ 6 PM**Venue:** The Foundry, Central Boulevard, 4 Central Park, Larbert, FK5 4RU**MINUTE****AREA CONVENER**

S Young

**DEPUTE AREA CONVENER**

K Pyrd

**LEAD PANEL****REPRESENTATIVES**

A Newlands (Stirling)

M Smith (Stirling)

R Barnes (West Lothian)

R Pitbladdo (West Lothian)

**PANEL REPRESENTATIVES/  
TRAINING TEAM MEMBERS &  
ROTA MANAGERS**

M Stenhouse (Clacks)

C Pollock (Falkirk)

L Lauder (Falkirk Training Team)

C Murchison (West Lothian Rota Manager)

D Kaiser (West Lothian)

C Storey (West Lothian)

J Scott (West Lothian)

**PANEL PRACTICE  
ADVISORS**

R Chambers

S Cunnison

J Docherty

R Dodds

B Gault

L Gray

K McAvoy

M McDonald

A Morgan

I Murray

L Rae

I Sloan

**CLERK'S OFFICE**

H Oliver, Clerk

**CHILDREN'S HEARINGS  
SCOTLAND**

E McKim, Practice &amp; Policy Advisor

**SCOTTISH CHILDREN'S  
REPORTERS ADMINISTRATION**

C Brown, SCRA Locality Reporter

**APOLOGIES**

L Kemp, DAC

A McKie, LPR

M Hamill, LPR

M Bentley, PPA

T Sharp, ASIP

**AST1. AREA CONVENER WELCOME**

S Young welcomed everyone to the meeting and extended her gratitude for the support and warm wishes extended to her since her appointment as Area Convener 6 weeks ago.

The undernoted update was then provided:-

- Intimating how proud she was to have been appointed as Area Convener within Central and West Lothian
- Outlining her ideas to bring the community together

- Looking to improve how we deal with all of the data that we collect, how we utilise it and allow it to improve how we can do things differently.

**Decision.**

**NOTED.**

## **AST2. THE PROMISE - UPDATE**

Sarah spoke about the challenges and changes facing the Hearings System as we move towards implementation of the Promise.

She highlighted the undernoted:-

- Although we feel that the Hearings System is currently fit for purpose, will it be fit for purpose in another 25 years and that is the premise of the upcoming changes
- There have been 3 codesign working groups established which were set up specifically to look at the processes and applications that take place (a) before a Hearing, (b) during a Hearing and then (c) after a Hearing. These groups will take evidence and will come to a conclusion about what needs to change and what will stay the same.
- These co-design groups will then feed back into the overarching Hearings System Working Group, overseen by Sheriff David Mackie, with a report expected in April 2023 confirming on the future of the Hearings System
- Encouraging everyone present and the wider community to respond/participate in the consultations around the redesign process
- Highlighting that the views of young people will be vital to the future development of the Hearings System

A short video taken from the Learning & Development session, which was held the previous evening with Elliot Jackson, was shared with AST Members.

H Oliver sought reflections from those who were in attendance at the Elliot Jackson session, as detailed below:-

- C Pollock advised she thought that Elliot had shared some good ideas and could see a lot of positives, but the input also raised some concerns about how the changes would be managed locally, particularly from a rota manager's perspective. However, she was reassured that although they were considering and discussing various options, it did not mean that all the changes mentioned would come to fruition.
- L Lauder advised that her head was left "buzzing" after last night, as there was so much information shared. She went away feeling reassured that Panel Members would be consulted on the changes, and that the consultation on the face of it, was not a token exercise - that the views of the Panel Members were genuinely going to be taken into account. She expressed her eagerness to see what the System was going to look like and was relieved that they wouldn't have too long to wait, as the report was expected by the end of March 2023.

**Decision**

1. Agreed that a copy of the link to the Learning and Development Session be shared with the community, when available.
2. That the AST be kept up to date with any changes, once known.

## **AST3 PRACTICE MATTERS**

S Young advised that she was keen to introduce themes to the meeting, with today's session looking to focus around practice. E McKim, Practice & Policy Advisor, CHS was then welcomed to the meeting.

E McKim, spoke in relation to the undernoted:-

- Advised that he had recently joined CHS, prior to which he was a Social Worker based in Maryhill and Paisley, so he had vast experience and reality of the Hearings System and the issues that impacts on the family, the children and young people we work with
- He was motivated to join CHS after a Hearing where everyone was adversarial, the panel, himself and the family all being adversarial. The result of this was that the purpose of the Hearings and the reasons for being there, were completely lost, and in his view, the decision made on the day was detrimental to the young people. After this hearing, he was able to reflect on his practice and the way he worked with families changed.
- Six months later, he saw the advert for CHS, threw his hat in the ring and here he is looking to make a difference in a different way.
- He provided an overview of his role which involved dealing with panel member queries, reviewing the practice and procedure manual, trying to meet as many people as he could, involved in projects with one being the Sibling Rights Group along with Trauma Informed Practice. He had also been asked to look at Poverty in the Hearings System.

Mel McDonald was then introduced to the Meeting and asked to share information around his background and his role within CHS. He advised that he had previously been a Panel Member, Panel Chair which is equivalent to the LPR role, before moving onto being a CPAC Member and transferred over into the PPA role. He had recently joined CHS, working within the practice team, where he now works alongside Edward. Mel then highlighted the undernoted aspects of his CHS role:-

- UNCRC – looking to develop a child friendly complaints policy
- Feedback – learning about what a young person's experience of a hearing is, not necessarily a complaint, but looking to work with SCRA around the development of a portal that can collect views

C Brown, LRM, SCRA joined the discussion, and shared the undernoted information:-

- Craig highlighted that he had been in post since January 2022 and primarily covered the Falkirk and West Lothian areas
- Staffing Matters – the locality was doing well, managed to ride the wave of Covid and the episodes of sickness. Made some changes to the Falkirk Group of reporters, moving one of the Clacks reporters over to help out, so Katy McIver will be moving across in attempt to stabilise the Falkirk team and provide them with additional support.
- Secondment – N McKinlay - Confirming that Neil had been seconded to The Promise, with Claire Parker who will manage Clacks and Stirling areas, now being in post.
- Covid Legislation Changes – resulting in an anticipated rise in PHPs, imagine that you will start to see increase in the number of children and young people within Hearings. Have been liaising with SW to advise of the removal of the legislation.
- Scheduling - trying to manage carefully what is being scheduled and where it is being scheduled. He confirmed that the messaging to his team is for them to be careful around the scheduling and to ensure, wherever possible, that only two cases are to be scheduled within morning sessions. It was mentioned that PHPs may require to be slotted in before and after cases if needs arise. Further discussions are taking place around PHPs, nationally and SCRA are conscious of the weight that PHPs could potentially place on diaries.
- Training – discussion had taken place with C Pollock around looking to re-establish joint training, meeting F2F and discussing topics of interest with PMs and other partners. Key topic on the radar is decision and reasons but tying to appeals. He had a discussion with a sheriff in chambers only last week about reasons and how that flows through into the appeals process. He felt that this would be valuable using live anonymised examples to allow PMs to see the journey that a case takes when it goes away to the Sheriff on appeal and then comes back. Good opportunity to get back together and then start to build a portfolio of topics together all delivered on a F2F basis.
- Mock Hearings – keen to return to delivery of mock Hearings for the social work team and would welcome input from Panel Members to make the experience as real as possible for them

- Social Work – have had an influx of newly qualified staff, and the mock hearings have been very powerful for them as they have a lot of anxiety around attending their first hearing

The undernoted questions were received from the floor:-

- **How has your perception changed since joining CHS?**

In response, E McKim advised that he had taken part in the pre-service training and took part in a mock hearing and it was really interesting looking at things from a panel member perspective. He now has a newfound respect and appreciation for what Panel Members do and articulate in Hearings. He was so used to being in the hot seat as a social worker that he didn't appreciate what it was like at the other side of the table, and that this was a welcomed learning curve for him, which was replicated by colleagues who also attended the training.

- **How are you able to break down barriers that seem to be placed between SCRA and the Panel Members**

E McKim highlighted that he was new to the post but was keen to build relationships with the panel community and colleagues in SCRA. He also highlighted that there was a policy mailbox, where members of the panel community could e-mail for advice which was regularly monitored – email [practicandpolicy@chs.gov.scot](mailto:practicandpolicy@chs.gov.scot).

- **A Morgan highlighted that over the last decade 5million+ families have been pushed into Poverty. Now with the changes coming with The Promise, she felt that the time was right to move towards solution focused types of Hearings with shared accountability, clarity of roles, early intervention and with the involvement of children and their families in the decision-making processes. She welcomed the views of C Brown and E McKim on this.**

C Brown, responded as undernoted:-

- In terms of the promise, SCRA were still uncertain of what their role would look like in 2024/2025. His expectation of the role of his reporters was that the Hearings were accessible and held at the right time for children and families. That lines of communication would need to be opened with agencies to have the right people at hearings, not overloading hearings and to consider the aftereffects of hearings, as just now the role of the reporter ended after the reporter left the room and typed up the decisions. The role of reporters could potentially be a consistent feature for a young person, they draft the grounds, they attend the Hearings, they attend Court, he could potentially see there being a more consistent role in the process for reporters to work alongside the children and families.

E McKim, spoke as below:-

- Advised that whilst working as a social worker the levels of deprivation he witnessed had truly horrified him, that it was still unbelievable that people in 2022 were living like this and so this was very close to his heart. In terms of his role, he has been tasked with how CHS could “poverty proof” the Hearings System, so he confirmed that he would be keen to have a 1:1 session with A Morgan to enable this issue to be explored with her in more detail.

## Decision

### Agreed that:-

1. The AST look to develop joint training with SCRA,
2. Contact details for A Morgan be shared with E McKim; and
3. Due to time constraints, the undernoted items of business would be continued to a further meeting of the Area Support Team:-

- AREA SUPPORT & IMPROVEMENT PARTNERS – UPDATE
- C&WL AREA PLAN 2022-2023

#### **AST4. TRIBUTE TO ANNE JOHNSTONE, PPA**

S Young took an opportunity to pay tribute to Anne Johnstone, PPA who had suddenly passed away and expressed her sadness at her loss.

It was acknowledged that A Johnstone was an absolute mover and shaker in relation to the development and training of Panel Members, and that her bread and butter was how practice and policy could be improved. She was involved in the writing of the material of the PDA as she was so keen that Panel Members should receive recognition for the training undertaken. She created the most fantastic resource, called “Chairing Matters” which shaped many of the people in West Lothian in how well they chair and developed their practice.

S Young could not let the evening go by without acknowledging the enormous contribution that A Johnstone made, of which, most people are not aware of, and how it could never be underestimated just how much Anne put into her role. She was a fantastic person, and it was an honour and a privilege to have known and worked with her over the years. She really will be missed and S Young concluded by acknowledging that her legacy will live on.

#### **Decision**

**NOTED** the tribute to A Johnstone, PPA.

#### **AST5. DATE OF FUTURE MEETINGS**

The undernoted dates were **AGREED**:-

- Monday 22 August 2022 from 5pm – venue to be confirmed
- Thursday 17 November 2022 from 5pm – venue to be confirmed

S Young encouraged those in attendance to come forward with any ideas that they would like the AST to take forward.



**AREA SUPPORT TEAM**

**Date:** Monday 22 August 2022 @ 6 PANEL MEMBER  
**Venue:** The Foundry, Central Boulevard, 4 Central Park, Larbert, FK5 4RU

**MINUTE**

<b><u>AREA CONVENER</u></b>	S Young
<b><u>DEPUTE AREA CONVENER</u></b>	K Pryde – Virtual L Kemp - Virtual
<b><u>LEAD PANEL REPRESENTATIVES</u></b>	M Hamill (Clacks) A Newlands (Stirling) M Smith (Stirling) R Barnes (West Lothian) R Pitbladdo (West Lothian)
<b><u>PANEL REPRESENTATIVES/ TRAINING TEAM MEMBERS &amp; ROTA MANAGERS</u></b>	D Duff (Falkirk) M Stenhouse (Clacks) - Virtual C Murchison (West Lothian Rota Manager)-Virtual C Storey (West Lothian) – Virtual J Scott (West Lothian)
<b><u>PANEL PRACTICE ADVISORS</u></b>	M Bentley J Docherty A Morgan I Sloan
<b><u>CLERK'S OFFICE</u></b>	H Oliver, Clerk
<b><u>CHILDREN'S HEARINGS SCOTLAND</u></b>	C Wassel, Head of Area Support & Improvement - virtual
<b><u>APOLOGIES</u></b>	Councillor S Device, Falkirk Council Councillor W Hamilton, Clackmannanshire Council B Gault, PPA M MacDonald, PPA A McKie, LPR, Falkirk I Murray, PPA C Pollock, PR, Falkirk T Sharp, ASIP

**AST6. AREA CONVENER WELCOME**

S Young welcomed everyone to the meeting, making special mention to M Smith and A Newlands who have recently been appointed to the Stirling LPR role. She also welcomed D Duff to her first meeting, in her new role of PR, Falkirk.

She also wanted to record her thanks to S Letford, who played a significant part in retaining Panel Members in Stirling during Covid, and acknowledging that he has recently stepped down from the LPR role but will remain as a part of the local management team moving forward.

L Kemp was also introduced to the AST as the DAC. It was confirmed that she will look to ensure that the engagement, participation and rights of young people are embedded in our practice, which will be particularly important in the next few years.

It was also highlighted that long serving Panel Member, B Gault had recently re-joined the organisation as a PPA and would begin to observe within the Clackmannanshire area.

**AST7. AC UPDATES**

S Young spoke in relation to the undernoted: -

- Work was ongoing to deliver support locally to the new intake of Panel Members, with the holding of mock hearings and work of the buddies as the new Panel Members transitioned from trainees to fully fledged Panel Members
- Team Learning are currently working on the delivery of the October event
- Local Management Teams have been working closely with the Panel Members who are eligible to attend EP and MoH which is resulting in an increased sign up for these courses
- CSA 2020 Focus Groups – organised by Hazel have been held and an update report will come out shortly
- Wellbeing leaflets are looking fantastic and will be issued to Panel Members very soon
- Recognition is being planned for our long serving Panel Members
- Indicating that she had personally trawled through the last few months' worth of observations forms to pick out emerging themes and the good news is that there is nothing to be worried about, in fact the practice in the area is looking pretty good. The observations forms are indicating that the Chairs are "highly competent" in their role and the AST was encouraged to consider what could be done to ensure that the current high standards were maintained
- Highlighting that currently the AST is not able to fulfil all of the sessions that had been asked of us by SCRA, this would be addressed through recruitment.

**AST8. MINUTE**

The minute of the C&WL AST meeting held on 21 July 2022 was **APPROVED** as a correct record.

**AST9. THE PROMISE - UPDATE**

S Young highlighted that the wider work of the promise involves more than just the Children's Hearings part of the system, but that is the part that impacts on all of us and is something that we need to engage with. She highlighted the opportunities available for the community to engage in the consultation process around this and encouraged all to do so.

She also indicated that this was a time of real opportunity, that as a volunteer community we need the reassurance that our key skills and knowledge are essential in the new system, and we have that reassurance, but the process is designed to make the experience for children and young people better and to improve their outcomes, and she felt that this is something that she encouraged everyone to keep in mind and in doing that we will ensure the longer term viability and value of the Hearings System. This comes with a responsibility which falls on all of our shoulders as the Hearings System is redesigned for the future. What we all do now is hugely significant and that is why C Wassell had been invited along to contextualise where we are and the key things that the Hearings Systems Working Group are looking at in the redesign process.

At this point, C Wassell, Head of Area Support & Community Improvement was welcomed to the meeting and asked to provide an overview of CHS' vision for the future. C Wassell spoke in relation to the undernoted: -

- Highlighting that she had previously attended a briefing evening in C&WL along with B Logan, a member of the CHS Board to speak to the community about the Promise. She also acknowledged that E Jackson had attended a learning and development session recently, so she apologised in advance for any repetition of information provided
- Confirming that she was the responsible manager who sits on the Hearings System Management Group which is the strategic group set up with representation from CHS, SCRA, Scottish Government and the Promise Scotland. The Group was established in September 2021, to look at how we all keep the promise to Scotland's Children.
- The Group is chaired by Sheriff David Mackie and his appointment was agreed by the Chairs of CHS, SCRA and The Promise Scotland

- Advising that the Hearings Systems Working Group Issues List was published earlier this year. This list was the attempt of the Group to conceptualise what needed to be addressed during the redesign and has been split into 5 parts:-
  - Part 1 - scaffolding – looking at legislation, who should an order be attached to, how do we organise the governance, did it need to be two separate organisations, did it need to look like something different than what we have already?
  - Part 2 - Before a Hearing - How do we try to avoid the need for children to come into the hearings system in the first place – this is currently out with CHS’ scope, but CHS do have views on how the organisation can influence other agencies to prevent children coming to the system in the first place mainly due to the fact that they already have access to high quality and early family support
  - Part 3 - During the Hearing – how do we make the Hearing a child and family friendly care and justice space, that upholds their rights and puts participation at its heart
  - Part 4 – After a Hearing – who should orders be applied to, what are our powers of enforcement as the legal tribunal, and do we have the rate at which we review children’s circumstances right?
  - Part 5 – looking at how we deal with children who are 16/17 who come into contact with the law, looking at how they interact with other tribunals and the court spaces
- The Hearings System Working Group hosts a whole list of questions around all of those areas that are to be focused on and for the purposes of the ongoing work, and the consultation that is being undertaken with our panel community, it was confirmed that the main focus would be on the:-
  - Before the Hearing,
  - During the Hearing, and
  - After the Hearing
- Scaffolding cuts across all of those areas and the new Care and Justice Bill mops up some of the questions in the final section around 16/17 years.
- At the moment, we have three co-design groups, that have been created to look at the before, the during and the after the Hearing and what needs to happen in the Hearing. The three groups are small multiagency groups led by the office of the Chief Designer. There are eight Panel Members selected from our community to represent CHS on those groups, which are looking to consider what could the Hearings System of the future look like and asking those big ticket items which we need to address e.g. who should orders be attached to, currently the orders are applied to children regardless of their age and stage – is this the right thing? Should orders be applied to adults or institutions?
- Signposting that the issues list has been published on the website and may be of interest to those in attendance.
- It was confirmed that the three co-design groups will report back to the Hearings System Working Group in October.
- Highlighting the dates for the upcoming consultations events for the panel community which are looking to consult with, and seek the views of, our Panel Members and wider community. She asked for us to encourage participation at the undernoted events:-
  - 29 August – Dundee (am and Panel Member sessions)
  - 31 August – Glasgow – Sheriff Mackie & Elliot will be at that the am session (am and Panel Member)
  - Three Virtual events on 3, 6 and 14 September
- The events are being hosted by an organisation that CHS are partnering with called The Lens, who do a lot of consultation with Third Sector organisations
- All of the feedback from the consultation events and the redesign groups, will be presented to the Hearings System Working Group in October, for its consideration
- Post October, the Hearings System Working Group will meet for the rest of the year and into January, looking at the wealth of information that has been gathered during that period and will be making a series of decisions about the things that they want to take forward as part of the new system, and confirming those things, for whatever, that don’t fit and will not be retained
- Highlighting the challenges around this - there will be different views on what the future of the Hearings System might look like. It is important for the views of the community, with their wealth of knowledge and experience, to feed into those consultation sessions so

that the Hearings System Working Group has the best chance of making good decisions shaping the redesign of the hearings system at the beginning of next year

- Confirming the next step in the process, that Sheriff Mackie will take away all the information collected, all of the discussions/consultations and he will deliberate and produce a report, which will then be sent to the Government at the end of April. That report will set out his recommendations, the changes in legislation, practice and policy that will need to be implemented to meet the Promise.
- She advised that her vision around that is that the Children's Hearings System becomes a place that delivers family friendly care and justice, upholds children's rights and places participation at its heart – if we can do that, we will absolutely be keeping The Promise
- This is our legacy; this is a once in a lifetime opportunity to keep the best of what we already do but to make changes that will make the Children's Hearings System fit for the next 20 years
- Kilbrandon was 50 years ago, and the world has moved on since then. In revisiting Kilbrandon, we realise that there have been many myths grown up around what Kilbrandon said at that time and some of the language used at that time is not the language we would use as a society today.
- At that time, 90% of the children that came into the hearings system were there because they came into the contact with the law with only 10% referred on welfare grounds. That statistic has now swung round now, with the 90% being referred on welfare grounds.
- We've got to have a system that is fit for the world we are now living in and we are confident we can continue to make good, robust and life changing decisions for our children.

She continued her input by highlighting a number of key considerations for CHS and the community:-

- Care & Justice Bill will be bringing 16/17 year olds into the Hearings System, where previously those children may have been dealt with by the adult court system and Panel Members wouldn't see 16/17 years olds in the system referred on welfare grounds. Once the legislation comes into effect, by default, all 16/17 years will be referred into the Hearings System. CHS don't currently have any hard and fast data on the implications of this, but the current thinking is that the number of Hearings may increase by around 4,000 per year. We may see some children who have committed serious offences, but CHS also have to consider how we ensure the rights of the victims of these offences are also protected and upheld
- United Nations on the Convention of the Rights of the Child (UNCRC) – coming into statute in Scotland early next year, CHS will be held to account to ensure that we can demonstrate that we are considering, in it's entirety, and implementing UNCRC within the Hearings System
- Government has committed to a Promise Bill – the intention is that this will be implemented within the lifetime of the current parliament. Within that Bill, the recommendation of David Mackie's report and any changes in legislation will need to be addressed. There may also be new legislation in relation to the authorities and powers of the local authorities. There has also been the CSA 2020 which has made us rethink how we deal with brothers and sisters, sibling-like relationships and relevant people within the hearings system.
- There will be a huge amount of new legislation, changes in practice and policy, a big piece of work that, of course, will filter down to all of our tribunal members with an expectation that they are able to fulfil mandatory training/additional training to enable all to have knowledge to deliver the role at their fingertips – a huge ask of our community
- CHS have committed to becoming a trauma informed and trauma responsive organisation which is absolutely the right thing to do, but it's another piece of learning and implementation that we are expecting our community to deliver on
- Big ticket item is what we need to think about in terms of the hearing itself, and about the continuity of Panel Members making decisions for children. One of the strongest messages that came out of the Promise from C&YP, and uniquely sets us apart in other parts of the care system, is the fact that we as a default position did not provide continuity of Panel Members sitting on hearings that consider children's circumstances.

- In all of the services, we value consistency, the frustration if we have social workers turning up who don't know the child, or we don't have the sense that people have been with the child through their journey of the care system and holding their story. There is an increasing ask of us, as a tribunal, to get into step with that motion of continuity for children, so that for the period of time children are with us in the children's hearings system, they are not having to repeat their stories. It's a big ask of Panel Members to make themselves available on a certain date and certain time – it's a tricky one, but something that children and families tell us is clearly a desirable activity for the hearings system and we must look to deliver on.
- As an organisation we need to be more sensitive to giving children a choice about how they attend their hearing, that is currently demonstrating itself in the option for attendance i.e. do they want to attend in person or attend virtually. It is anticipated that David Mackie will go further and consider venue of hearings, timings of hearings. It was confirmed that the volunteers have always been flexible and open to out of hours hearings, where the barriers have previously been around professionals.
- Digital – acknowledging the frustration around the digital system, but the involvement of digital services is only going to grow.
- Notion of specialisation, especially in response to 16/17 year olds coming into the Hearings System, that there is a school of thought that dealing with individuals who have committed extremely serious and violent offences might require a degree of specialist knowledge of the law and around the reasons behind that behaviour, also highlighting that under 5s might have needs that may require specialist knowledge and skills
- As a tribunal, Panel Members can make the best decision in the world but if the other agencies are neither equipped nor able to deliver on the condition of the orders that the tribunal makes, on your own, you have a limited influence about what happens to that child after they leave that hearing.
- CHS is working really hard to occupy a space of influence with other agencies to ensure in the new system that Panel Members are able to have teeth to ensure that the decisions they are making are able to be enforced by the agencies that are responsible for the care of the system.

Following the input, a number of questions were received from the floor, as below:-

1. **A Morgan asked how the drive for early intervention would impact on resource implications when there are less resources being allocated to local authorities who deliver the care.**

In response, C Wassell advised the cost of care of Scotland is around £900 million per year. The government have committed £500 m to deliver the change that we need to see. In the current year, they have committed £50 m, which has been ear marked for setting up therapeutic and trauma informed units to keep children safe and remove children from young offender's institutions. Where the rest of the money comes from, is unknown at present and still to be worked out.

2. **R Pitbladdo asked what CHS was going to do to support Panel Members as they progressed through the transition of change?**

C Wassel advised that it was hard to know at this point what support would need to be delivered to the community as the exact extent of the changes was not known yet. She advised that there were currently 10,000 children in the Children's Hearings System at present. The complexity around this is that our community will be asked to continue to deliver a hearings system in the current form, whilst implementing transformational change.

It was also acknowledged that the changes might not be for everyone – that this might be the tipping point for some of the community. CHS will need to take stock when David Mackie's report is published and hopefully take people with us, in terms of the communication and endeavour to be really clear about what the new ask is going forward, to be delivering a system which is very different from the one we currently have. Across the country there are pockets of brilliant practice, but this is not consistent, so the task for CHS is that we produce

a comprehensive and cohesive Hearings System, where tribunal members are all skilled to the same standard and have the same level of expectation around the support provided and that is consistent across the country.

**3. C Murchison spoke in relation to the undernoted, with the responses to her points, also being recorded below:-**

- **Resourcing – expressed concerns about the creation of a national care service and further trauma informed groups, when already there are organisations such as CAMHs who do a wonderful job but are so limited in resources that there are significant waiting lists, so unless new services are adequately resourced then there is no guarantee that they will succeed**

In response, C Wassel advised that the government has published a strategy, the intention of which is to set up a collaborative comprising of the senior people who receive public money to provide care services and are proposing that these senior managers will be held to account for the changes they are making to keep the Promise.

- **Wellbeing of Panel Members – highlighting that specialised Panel Members may be exposed to significant ongoing trauma particularly if that Panel Member is providing continuity.**

In response, C Wassel advised that the starting point for CHS, once the Mackie report is published, is “what will the redesign service look like” and “how do we deliver that service”. In analysing that, we might say, having an entirely volunteer tribunal might not be the way we deliver the service, for the reason that has been highlighted that the ask of volunteers is just too great. CHS might look at remuneration of tribunal members, it may be people already in the system will take on those remunerated roles. However, once we know what the system will look like, we will then need to consider how it will be resourced.

C Murchison responded, as undernoted:-

- Urging CHS to carefully consider the language used when delivering messaging around the changes, particularly when discussing volunteers who choose to depart the system – Panel Members need to feel valued to allow their skills, knowledge and experience to be retained
- Highlighting that young people had been surprised to hear that Panel Members were not paid, and that they had been impressed by the fact that they were not being paid to make the decisions that they liked the fact that they were choosing to do it because they cared.

**4. C Storey expressed the view that to ensure the skills and knowledge of the Panel community are retained, some of the work around messaging and the delivery of trauma training could be started now i.e. training around trauma informed and conversations around what the changes could look like. She also highlighted that the current System was absent of a robust method of supporting Panel Members exposed to complex and emotionally challenging cases i.e. there is currently no debrief or supervision process for Panel Members to ensure their wellbeing is being met. It was felt that this was something that would be of significant importance, once the complexity of cases brought about by 16/17 years old start to come into the system.**

C Wassel responded by stating that CHS need to be able to structure itself to ensure that Panel Members have exactly the support that they need moving forward.

S Young highlighted that the lens through which Pre-Services was being delivered was through a trauma informed route. Panel Members coming on board over the last couple of

years have had their training delivered through a trauma informed lens, and confirming that work is already underway in our area.

It was also confirmed by H Oliver that our ASIP, T Sharp was leading the National Trauma Project Team and the advantages of this was that we could be ahead of the game, and that it was anticipated that the learning around trauma informed would be delivered within this area, before it was rolled out across the country. In addition, Team Learning had organised workshops at the October event around Trauma Informed Practice and further sessions would be delivered to key members of our community over the next few months.

In response to the question around improved support for Panel Members, H Oliver highlighted that discussions have been taking place nationally with colleagues about how we can best support Panel Members and AST moving forward as we move through implementation of the changes, and this included discussion around supervision along with improved levels of support. She hoped that that provided a degree of reassurance to AST Members, knowing that their concerns were acknowledged by CHS and were being considered at a national level as part of the service redesign.

S Young thanked C Wassel for her comprehensive and transparent overview of what the landscape looks like now and for sharing her vision moving forward.

The AST then broke into small groups to consider the undernoted:-

- What are the pinch points for us?
- What are our fears?
- What are our opportunities?
- What do we would need to do now and who needs to do it?
- Do we need information and if so, what information do we need?

The undernoted discussion points were raised within the small break out groups, as below:-

### **Group 1**

#### **Opportunities**

- That we create a better and fairer system for C&YP and their families
- Improving the voices of children within the Hearings System
- Solution focussed approach
- That the change results in a society change
- Prioritise spending i.e. targeting basic needs
- Ensuring that we have the right legislative framework
- That we have a system which has knowledgeable and skilled Panel Members who know what and who is working well
- Making best use of what we have and build on our existing strengths

#### **Fears**

- That we lose good Panel Members along with the volunteer nature of the system which is a strength of the system
- Panel Members being overwhelmed by the changes and the increased workload
- Other agencies unable to deliver
- Resources and commissioning problems
- Counselling for Panel Members – needs to ensure that Panel Members wellbeing is a priority
- Society problems – addiction issues need to be addressed by the Government

### **Group 2**

- More Trauma Informed Training for Panel Members

- Continuity – good for certain cases but only one Panel Member needed to provide the continuity
- Chairs – more training, side Panel Members giving better D&Rs
- Some PPAs felt like too many Panel Members are not doing the job properly
- Every Panel Member to retain in the new legislation
- Training – every Panel Member needs to attend local development sessions at a minimum between 4 -6 times per year.

### Group 3

- Recruitment – numbers, skills, knowledge, experience, training and retention
- Fears – two tier hearings system, paid Vs unpaid
- 16/17 year olds – type of offences, repeat offending, training, what about the victims?
- Continuity – good thing but how will it work

### Group 4

#### Pinch Points

- We have recruited Panel Members to come into one system, then asking them to operate under different regime, do we get them to where they will need to be
- Capacity Issues
- Managing change – need to take Panel Members along with us and also YP/partners

#### Fears

- It is going to be a completely different system and we don't know what it is – we need to take one step at a time, embrace change and not panic Panel Members and we need to take Panel Members with us
- That a lot of the discussion is about the system as a whole and less about the Panel Members
- That the way Panel Members operate has already changed significantly over the years e.g. not heard a young person asked to recount their story for a long time, and so, there is already miscommunication from those pushing forward the redesign already
- That we leave Panel Members behind – losing valuable skills, knowledge and experience from the system
- Need to prepare our Panel Members, take appropriate steps slowly and build up – change is very different when working with volunteers than with employees in an organisation and has to be handled appropriately
- That the voices of the Panel Members are not fed into the consultation as the Panel Members choose not to go

#### Opportunity

- That there will be plenty opportunities as we move forward
- That the whole system can improve going forward, want to be trauma informed, want to be a better Panel Member
- Children are changing, and we need to embrace the changes an example of that is the way that Panel Members have embraced the change around the digital which is remarkable
- Valuing volunteers - That the Panel Members are acknowledged in the status that they should be

#### What can we do now?

- Continuity – should be taken forward now, it is working well in Clacks, highlighting that at the heart of this, continuity has been requested by young people as being a priority for them
- Improve CSAS – get the basics right to improve support for Panel Members



- Some of our Panel Members still disengaged after Covid – need to have a communication strategy to ensure that we can re-engage our community and keep them up to date with developments

Do we need further information?

- Yes – need to be informed at every step of the process

S Young thanked those in attend for their valuable input to the discussions.

**AST10. DATE OF FUTURE MEETINGS**

The undernoted dates were **AGREED:-**

- Monday 14 November 2022 from 5pm – venue to be confirmed but likely to be The Foundry, Larbert.

## **Falkirk District Twinning Association**

### **Minute of the meeting held on 20 September 2022 in the Sensory Centre, Camelon.**

Elaine Mitchell (EM, Chair)

Pat Reid (PR)

Ian Burt (IB)

Ewan McWilliams (EMC)

Councillor James Bundy (JB)

Councillor Alf Kelly (AK)

Laura McEwan (LM)

Apologies

Provost Robert Bissett (PRB)

Andy Christie (AC)

#### **1. Welcome & Apologies**

Elaine (EM) opened the Twinning meeting with a round table introduction and thanking everyone for their attendance.

#### **2. Note**

The note of the meeting held on 16 June 2022 was reviewed and approved.

#### **3. Future Twinning Projects**

##### **USC Cyclo-tourisme**

JS reported back on the cyclo-tourisme exchange in Créteil. They were well looked after from start to finish and were able to meet the local elected members. They were the furthest travelled riders and although their stay was short, it was a wonderful experience.

##### **Twinned Town Signage**

The potential for signs to be updated is unlikely as indicative costs to replace the signs are significantly higher than anticipated.

##### **Youth Exchange**

EM mentioned the intention to speak to Sarah Stow again to see what potential opportunity exists to resurrect the youth engagement with Créteil but only through virtual work.

#### **4. Any Other Business**

N/A.

#### **5. Date of Next Meeting**

The next meeting is planned for December 2023.

## 191 AREA SUPPORT TEAM

**Date:** Thursday 22 September 2022 @ 4 PM  
**Venue:** The Foundry, Central Boulevard, 4 Central Park, Larbert, FK5 4RU

### MINUTE

**AREA CONVENER**

S Young

**LEAD PANEL  
REPRESENTATIVES**

M Hamill (Clacks)  
A McKie (Falkirk) – virtual  
M Smith (Stirling) - virtual  
R Pitbladdo (West Lothian)

**PANEL REPRESENTATIVES/  
TRAINING TEAM MEMBERS &  
ROTA MANAGERS**

D Duff (Falkirk)  
A Hamilton (Stirling) -virtual  
M Stenhouse (Clacks)  
J Scott (West Lothian)  
M Dymock (West Lothian) - virtual  
R Chambers  
K McAvoy  
I Sloan

**PANEL PRACTICE  
ADVISORS**

**CLERK'S OFFICE**

H Oliver, Clerk  
L Monro, Assistant to the Clerk

#### **AST12. AREA CONVENER WELCOME**

Sarah thanked everyone for coming along, before we started with the formal business, she advised AST Members of the undernoted:-

- A Leave of Absence has been agreed with K Pryde, DAC. Her area of business will be covered by A Morgan and J Docherty. A Morgan will Chair the PPA Forum and the Recruitment and Wellbeing Sub-Committee, with J Docherty taking on the oversight role for PPAs, in general.
- Advising of a final opportunity for the panel community to participate in the national consultation which would feed into the Hearings Systems Working Group, delivered by the Lens, which will take place on Monday 26 September. Approx. 550 individuals from the panel community have taken part, the majority of which being PMs.

#### **AST13. BUILDING A SUSTAINABLE FUTURE TO SUPPORT PANEL MEMBERS**

Sarah advised that recently, there had been a huge amount of discussion nationally about how we support volunteers. Central & West Lothian are known as a model of best practice, but she confirmed that we are a victim of our own success, in the fact that we all work very hard, over and above, to provide the very best support to our Panel Members.

CHS in consultation with the Area Convener, have developed some ideas about how we could adjust the structure of the support mechanisms which are provided to us and Panel Members. Area Conveners have been asked to deliver the proposals to their teams over the course of this week, hence the reason for the rushed meeting.

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The presentation covered the undernoted:-

**Why do we need to change?**

- Our AST colleagues tell us that they're over-committed and that our expectations of them in their volunteer roles is too much!
- We cannot continue to rely upon the good will and support of AST members to run all aspects of a statutory service locally
- Panel Members need more sustainable and consistent structures to offer support locally
- We struggle to attract and recruit to key volunteer roles due to the unfair time commitment and unrealistic expectations
- We need to create capacity to lead out the Promise transformational change

**What is likely to change and what does it mean for me?**

- We will look to build around four or five support or service delivery hubs across Scotland, amalgamating a number of ASTs into each hub.
- These hubs will include both paid and volunteer roles which will be redefined. There will be an opportunity to apply for different roles where they feel their skill set could make a positive contribution
- We value the significant contribution of our AST Members and pathways will be created to ensure a place for everyone who wishes to continue to volunteer and contribute in more rewarding and less time demanding roles.
- This will require the existing National Team to restructure to ensure all roles, services and functions are aligned

**What is not going to change?**

- Local Authority based panels will remain in place. Panel Members will still feel and be a part of their Local Authority Children's Panel.
- Panel Practice Advisors will continue to observe Practice in Hearings
- Panel Members will still be recruited from their local communities
- Clerking arrangements with Local Authority Partners will continue.

**How far along the journey is this work?**

- We have been listening to Area Conveners on the challenges and opportunities that this move could deliver. We have used our experience of COVID to pinpoint risks to delivering the organisation's statutory functions
- We have recently made the National Team staff and Clerks aware of this proposed change with other engagement with partners planned. We have also sought views on support from the consultation sessions and we will also get views from the Panel Members of the redesign groups
- We have appointed an internal Project Team and we have recently appointed consultants to help design a sustainable solution.
- We don't have all the answers and we need your help to shape and test sustainable solutions that removes the heavy workload from volunteers.

**What are the timescales and next steps?**

**September-December 2022 - Discovery Phase**

- Communications
- Service design and modelling
- Testing the model against scenarios
- Participation, consultation and engagement

**January to April 2023 – Testing Phase**

- CHS Board review and approval stage
- Consider implementation approach/single hub test for change

- Participation, consultation and engagement

### **April 23- January 2024 – Implementation Phase**

- Consider lessons learned/make changes
- Participation, consultation and engagement
- Rollout planning

### **How can I get involved in this?**

- Through the existing consultation and engagement approach
- Thematic workshops on well-being support; rota management; and shape and design
- If you would be interested in contributing, please let your Area Convener know

Discussion then took place on the undernoted: -

- Highlighting the lack of information on what the local management structure would look like. However, it was confirmed that the LPR role will be critical in taking this forward, it may look different, less administrative and the role may have a different name, but in some shape and form will remain
- What is likely to change doesn't really tell us anything – proposing that you won't need 22 Area Conveners, and will see a reduction in the ASIP roles
- Expressing positivity around the fact that the Clerking service would not be changing
- LPR/PR – advising that the likelihood would be that the role in future may be less administrative in nature and would focus more on the pastoral support to Panel Members
- Concern expressed around the use of consultants, in response, H Oliver spoke around the advantages of having an independent viewpoint which would allow a critical look at, not just the System, but also of CHS as an organisation and of the support structures. This might not have happened if this was led by CHS or members of the panel community as we are all steeped in the panel history.
- Expressing the view that we should not set our hopes too high, that this will not be the answer to everything. There will undoubtedly be tremendous conflict as we move forward
- Feeling very strongly about the Learning Academy, that they are not working with us and feel completely removed.
- Regardless of these proposed changes, unless Social Work meet their obligations and improve the service they deliver to the local panel in relation to reports etc and ultimately the work with children and families that they support, then the System will never improve
- Local Management Team – this is working well, so why change what is working well
- Concern about how it will work in practice in relation to working in one of the hubs, with a larger number of local authority panels, it would be easy to lose local identity
- Confirming that the AST needs to have their voice heard in relation to the way we work, which could be used as best practice for shaping the model moving forward. Further information on what the thematic consultations would look like was sought
- Information on the hub role composition was sought and it was suggested that an organigram of what the paid/unpaid roles would look like would be helpful. Suggesting that this was something that could be influenced locally, that a draft could be produced and submitted to CHS, for consideration
- There was support expressing for the changes, if this allows all volunteer roles to have added value

- Highlighting that if we had an organigram, we would not have been happy as change was being forced on us, if we don't have an organigram, we say that there is too much ambiguity, so it's really hard to get it right. So that question is, how do we have engagement into this, so that what ultimately comes out of the hub, is the shape that we want it to be
- Communication will be key moving forward – in all aspects of the work that we are doing. A small working group has been set up to look at this with LPR, PR, PPA and Tracey as ASIP.
- Concern was expressed by an individual as they had volunteered to be part of the local management team, mainly because of the strength of the team and the people involved – it was all about the positive relationships we all have as an Area Support Team. They hoped that would not change within the new structure.

The meeting then broke into smaller work groups, to discuss the undernoted questions:-

- What do we do well
- What do we currently do that doesn't add value to our roles

What do we do well	What do we do that doesn't add value
<ul style="list-style-type: none"> <li>• As a team we have a huge amount of collective knowledge and skills</li> <li>• Provide a high level of support to Panel Members, in particular the newly appointed Panel Members</li> <li>• Identifying problems, but also have a solution focused approach</li> <li>• Partnership working – have created positive working relationships with partners agencies e.g. Tripartite meetings are working well</li> <li>• Cross Area Working – has taken a lot of work to get there, but we now work very closely across the four localities</li> <li>• Great facilitators who are utilised to deliver local training</li> <li>• Strong local management teams who deal with PMs with sensitivity and manage LoA well etc</li> <li>• Rota – well-oiled machine</li> <li>• Team Learning Concept which is successfully operating within C&amp;WL</li> </ul>	<ul style="list-style-type: none"> <li>• Duplication of efforts across all four areas</li> <li>• Digital – CSAS and all things digital</li> <li>• Time taken to chase:- <ul style="list-style-type: none"> <li>• Social Work reports</li> <li>• Teams links/papers etc</li> <li>• Availability from Panel Members</li> <li>• Information from Learning Academy re MoH training etc</li> </ul> </li> <li>• Training Responsibilities – time taken to arrange speaker, venue etc for training to be delivered locally</li> </ul>

# SEStran Partnership Board Minutes

**10.00am, Friday 23 September 2022**

Dean of Guild Court Room, City Chambers, Edinburgh, and Microsoft Teams

## **Present**

## **Name**

## **Organisation Title**

Cllr Scott Arthur	City of Edinburgh Council
Cllr Julie Bandel	City of Edinburgh Council
Cllr Marie-Clair Munro	City of Edinburgh Council
Cllr Denis Coyne	Clackmannanshire Council
Cllr Fiona Law	Clackmannanshire Council
Cllr John McMillan	East Lothian Council
Cllr Margaret Anslow	Falirk Council
Cllr Paul Garner	Falkirk Council
Cllr Derek Glen	Fife Council
Cllr Colin Davidson (Chair)	Fife Council
Cllr Robin Lawson (Deputy Chair)	Fife Council
Cllr Russell Imrie	Midlothian Council
Cllr Jenny Linehan	Scottish Borders Council
Cllr Sally Pattle (Deputy Chair)	West Lothian Council
Cllr Kirsteen Sullivan	West Lothian Council
Linda Bamford	Non-Councillor Member
Alistair Couper	Non-Councillor Member
Geoff Duke	Non-Councillor Member
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
John Scott	Non-Councillor Member
Kate Sherry	Non-Councillor Member
Doreen Steele	Non-Councillor Member

## **In Attendance**

Caterina Capaldi	Anderson Strathearn
Megan Lawson	Anderson Strathearn
Sam Johnston	Azets (External Auditor)

Lesley Birrell	City of Edinburgh Council
Gavin King	City of Edinburgh Council
Daisy Narayanan	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council
Amy Chilman	Equality & Human Rights
John Mitchell	Fife Council
Robbie Beattie	Midlothian Council
Graeme Johnstone	Scottish Borders Council
Angela Chambers	SEStran
Cheryl Fergie	SEStran
Andrew Ferguson	SEStran
Keith Fiskien	SEStran
Jim Grieve	SEStran
James Hattie	SEStran
Anna Herriman	SEStran
Peter Jackson	SEStran
Jim Stewart	SEStran

### **Apologies for Absence**

Cllr Kevin Lang	City of Edinburgh Council
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Ruairidh Bennett	East Lothian Council
Cllr Dianne Alexander	Midlothian Council
Cllr Jane Cox	Scottish Borders Council
Paul White	Non-Councillor Member

## **A1. Minutes**

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### **Decision**

- 1) To agree the minute of the SEStran Partnership Board of 17 June 2022 as a correct record.
- 2) To agree the minute of the SEStran Performance and Audit Committee rescheduled from 9 September 2022 to 13 September 2022 as a correct record.

## **A2. Governance Scheme**

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The SEStran Governance Scheme collated together the key documents which formed the basis for SEStran Partnership's decision making. The following six key areas had been reviewed:



- Part 1: Standing Orders
- Part 2: List of Committee Powers
- Part 3: List of Officer Powers
- Part 4: Financial Rules
- Part 5: Contract Standing Orders
- Part 6: Corporate Procurement Policy

Approval was sought to make the following amendments to Part 1 of the Governance Scheme:

- i) to remove the requirement that the Chair and Deputy Chair must be from different Councils to allow for greater flexibility in appointing Board positions; and
- ii) to amend the deadline for receiving deputation requests to 5pm one day before the meeting.

### **Decision**

- 1) To repeal and approve the governance documents set out in appendix 1 of the report to take effect from 24 September 2022.
- 2) To delegate authority to the Secretary to make any such amendments necessary to the governance documentation to implement the decision of the Board.
- 3) To note that the partnership agreed that any further nominations for Deputy Chair would be accommodated by the creation of a third Deputy Chair role.

(Reference – report by the Secretary 23 September 2022, submitted)

## **A3. 2021/22 Annual Audit Report to Members of the South East of Scotland Transport Partnership and the Controller of Audit**

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The 2021/22 Annual Audit Report to Members of the South East of Scotland Transport Partnership (SEStran) and the Controller of Audit was presented.

The External Auditor reported there were no qualifications to the audit certificate and that the auditor's opinion stated that the financial statements presented a true and fair view of the Partnership as at 31 March 2022 and its income and expenditure for the year then ended.

### **Decision**

- 1) To note the annual audit report to members of the SEStran Partnership and the Controller of Audit.
- 2) To record the Board's thanks and appreciation to Azets for their work and commitment towards ensuring the fulfilment of the Board's audit requirements.

(References – SEStran Partnership Board 17 June 2022 (item A3(a)); report by the Treasurer, submitted)

## **A4. Finance Reports**

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### **(a) Audited Annual Accounts 2021/22**

The audited Annual Accounts for the year ended 31<sup>st</sup> March 2021 were presented in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

There were no qualifications to the audit certificate and the auditor's opinion stated that the financial statements presented a true and fair view of the Partnership as at 31 March 2022 and its income and expenditure for the year then ended.

The Board's Performance and Audit Committee had also reviewed the audited accounts in detail at its meeting on 13 September 2022.

### **Decision**

- 1) To note the audited accounts and the auditor's opinion in the audit certificate.
- 2) To authorise the audited annual accounts for signature.

(References – SEStran Partnership Board 17 June 2022 (item A3); SEStran Performance and Audit Committee 13 September 2022 (item A5); report by the Treasurer, submitted)

### **(b) Finance Officer's Report**

An analysis of the financial performance of the Partnership's core and projects budgets to the end of August 2022 was submitted.

The Core budget provided for the day-to-day running costs of the Partnership and included employee costs, premises costs and supplies and services. The approved core budget was £619,000 as set out in appendix 1 of the report.

Cumulative expenditure for the five months to 31 August 2022 was £255,000 which was within the core budget resources available for the period.

The approved projects budget was set out in appendix 2 of the report. Net expenditure on projects in 2022/23 was forecast to be within the approved budget. This was based on a full spend of project slippage balances of £0.058m brought forward from 2021/22.

### **Decision**

- 1) To note the forecast break-even on the core revenue budget.
- 2) To note the forecast break-even on the projects revenue budget.
- 3) To approve £2,000 of the 2021/22 core budget underspend be allocated to increase the unallocated general fund reserve to £31,000.
- 4) To approve the remaining balance of the 2021/22 underspend of £73,000 be allocated to:
  - i) meeting proposed costs of further studies, monitoring and development of activities ensuing from the Regional Transport Strategy - £25,000.
  - ii) further distribution of the SEStran regional Real Time Passenger Information (RTPI) facilities - £38,000.
  - iii) Sustainable Travel projects - £10,000.

(Reference – report by the Treasurer, submitted)

## A5. Regional Transport Strategy 2035

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The proposed final version of the draft Regional Transport Strategy (RTS) was submitted for consideration and approval by the Board.

Members discussed the content of the draft Strategy and commented that it was important that the values of SEStran as an organisation should be inherent in the document to reflect the values and principles around partnering and being customer focussed around delivery of the Strategy.

### Decision

- 1) To note the statutory consultation on the draft Regional Transport Strategy had concluded.
- 2) To note the content and findings of the survey as summarised in the consultation report (Appendix 3).
- 3) To note the response to the comments made and the suggested areas for amendment to the draft Regional Transport Strategy including the comments on rural issues in Appendix 2.
- 4) To approve the amended draft Regional Transport Strategy SEStran 2035 for submission to Scottish Ministers subject to amending the wording of the heading at Section 8 to read ***“Enhancing Access to and Accessibility of Public Transport”***.
- 5) To delegate to the Partnership Director any minor or non-substantive amendments necessary prior to its submission to Scottish Ministers.
- 6) To note the ongoing work to develop a Programmed Investment Plan in consultation with partners.
- 7) To note that, following consideration of the draft RTS, any decision and recommendations made by Scottish Ministers would be brought back to the Board for consideration and approval of the final Regional Transport Strategy SEStran 2035.
- 8) To agree that the Executive Summary being prepared by the consultants would be circulated to Partnership Board members for review/comment prior to publication.
- 9) To agree that the proposed Communications Plan for the Strategy be submitted to the next meeting of the Partnership Board for consideration.

(References – SEStran Partnership Board, 17 June 2022 (item A5); report by the Strategy and Projects Officer, submitted)

## A6. Projects Performance Report

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Details were provided on progress over the last quarter across SEStran’s projects and key work streams. Impacts on progress or delivery were explained where required and new areas of work were highlighted.

### Decision

- 1) To note progress recorded on projects in the past quarter summarised in Appendix 1 of the report.

- 2) To request a progress update on the GoSEStran app pilot project, including details of the metrics applied to measure the pilot, to the next Partnership Board meeting in December; the report to also include information on the integrated NHS and Tactran trial project which gives people easy access to travel information so they could be better informed about the different ways to access, make and pay for journeys.

(Reference – report by the Senior Partnership Manager, submitted)

## **A7. Draft Annual Report 2021/22**

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The draft Annual Report for 2021/22 was submitted. The annual report provided an overview of SEStran's project portfolio and highlighted the contributions that SEStran had made to the region over the last year in line with the agreed objectives of the Regional Transport Strategy (RTS) and SEStran's Business Plan.

### **Decision**

To note the draft Annual Report for 2021/22.

(References – Performance and Audit Committee 13 September 2022 (item A8); report by the Partnership Director, submitted)

## **A7. Date of Future Meetings**

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### **Decision**

#### **Partnership Board**

To note that the next meeting would be held on Friday 2 December 2022 at 10.00am in the Main Council Chamber, City Chambers, 253 High Street, Edinburgh, EH1 1YJ/ Teams.

#### **Performance and Audit Committee**

To note that the next meeting would be held on Friday 18 November 2022 at 10.00am in the Dean of Guild Court Room, City Chambers, 253 High Street, Edinburgh, EH1 1YJ/Teams.

## **B1. Regional Transport Partnerships (RTP) Revenue Funding Survey Response**

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Details were provided of SEStran's response submitted on the Scottish Government's consultation on the Regional Transport Partnerships (RTP) Revenue Grant.

### **Decision**

To note the terms of the consultation response.

(Consultation response, submitted)

## **B2. Public Services Reform (Scotland) Act 2010**

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The Public Services Reform (Scotland) Act 2010 imposed duties on Scottish public bodies to publish information on expenditure and certain other matters as soon as reasonably practicable after the end of each financial year.

SEStran's statement of compliance for 2021/22 was presented to the Board for information.

**Decision**

To note the content of the material for publication under the Public Services Reform (Scotland) Act 2010.

(Reference – report by the Business Support Officer, submitted)

**B3. Minutes**

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**Decision**

To note the minute of the Chief Officers' Liaison Group Meeting of 25 August 2022.



## MINUTE OF MEETING OF COSLA ENVIROMENT AND ECONOMY BOARD

Friday 7 October 2022, 10:30am

Via MS Teams

### Present

Environment and Economy Spokesperson	Gail Macgregor
Aberdeen City Council	Cllr Alexander McLellan
Aberdeenshire Council	Cllr John Crawley
Angus Council	Cllr Beth Whiteside (Sub)
Argyll and Bute Council	Cllr Ross Moreland
City of Edinburgh Council	Cllr Ben Parker
Clackmannanshire Council	Cllr Fiona Law
Dumfries and Galloway Council	Cllr Katie Hagmann
Dundee City Council	Cllr Mark Flynn
East Ayrshire Council	Cllr Graham Barton
East Dunbartonshire Council	Cllr Paul Ferretti
East Lothian Council	Cllr John McMillan
East Renfrewshire Council	Cllr Owen O'Donnell
Falkirk Council	Cllr Paul Garner
Fife Council	Cllr Altany Craik
Glasgow City Council	Cllr Angus Millar
Inverclyde Council	Cllr Jim Clocherty
Moray Council	Cllr Marc Macrae
North Ayrshire Council	Cllr Tony Gurney (Sub)
North Lanarkshire Council	Cllr Paul DiMascio
Perth and Kinross Council	Cllr Andrew Parrott
Renfrewshire Council	Cllr John Shaw
Scottish Borders Council	Cllr Jenny Linehan (Sub)
Shetland Islands Council	Cllr Robbie McGregor (Sub)
South Ayrshire Council	Cllr Bob Pollock
South Lanarkshire Council	Cllr Robert Brown
Stirling Council	Cllr Jen Preston
West Dunbartonshire Council	Cllr David McBride
SOLACE	Rhona Gunn
SOLACE	Monica Paterson
Waste Services Managers Network	Karen Anderson
Sustainable Scotland Network	George Tarvit
SCOTS	Ewan Wallace
Regional Transport Partnership (RTP)	John Binning (Sub)
Public Health Scotland	Pamela Smith (Sub)
HOPS	Ian Aikman

### Apologies

Angus Council	Cllr Bill Duff*
Comhairle nan Eilean Siar	Cllr Donald Crichton
Highland Council	Cllr Ken Gowans
Midlothian Council	Cllr Douglas Bowen
North Ayrshire Council	Cllr Scott Davidson*
Orkney Islands Council	Cllr David Dawson
Scottish Borders Council	Cllr Scott Hamilton*
Shetland Islands Council	Cllr Moraig Lyall*

West Lothian Council  
 ATCO  
 SLAED  
 Regional Transport Partnership  
 Public Health Scotland  
 HOPS  
 Improvement Service

Cllr Kristeen Sullivan  
 Nicola Gill  
 Ishabel Bremner  
 Bruce Kiloh\*  
 Emilia Crichton\*  
 Jim Miller  
 Irene Beautyman

*\*Denotes Substitute Provided*

### **1. Welcome and apologies**

Councillor Macgregor welcomed Board Members to the meeting, and apologies were noted.

### **2. Minute of 11 February 2022 Board Meeting**

The Board agreed the minute as an accurate record.

### **3. Introduction to the Environment and Economy Board**

A Presentation outlining the roles and responsibilities of COSLA and the function of the Board. The Board noted the presentation provided by COSLA.

### **4. Board Planning and Draft Environment and Economy Board Plan**

This paper provided an opportunity for the Board to discuss the draft Environment and Economy Board Plan. Members were updated that the plan will be approved by the Board at the last Board meeting of the year – dated the 9<sup>th</sup> of December 2022.

A Member asked if there was an action log that went along with the Board Plan and were informed that while this was not currently in place, it could be considered, but a balance would need to be achieved between detail provided and how accessible the plan was for members. The Board was told that the plan is to a living document that can be adapted to as the Board wishes.

Members raised various questions to receive further details from COSLA Officers on specific points to gain full understanding of the Board Plan.

The Board:

- i. Commented on the draft Board Plan and the priorities it sets;
- ii. Agreed that a final draft of the plan is considered at the December Board, which takes into account comments by the Board and the COSLA Plan for 2022-27.

### **5. Climate Change**

This paper provided an opportunity for the Board consider climate policy and how it should link into the wider work of COSLA. This paper was supported by short PowerPoint presentation at the meeting.

The presentation provided the Board with an introduction on Climate Change policy. Members were updated that COSLA had provided evidence at a meeting of the Scottish Parliament's Net Zero, Energy and Transport Committee. This was a positive session, with MSPs receiving clear messages on Local Government needs and asks, many of which are supported by other important actors in the field such as the Climate Change Committee and the Audit Commission.

Members raised questions on the areas they wished to receive further clarity on from Officers. The issue of funding was raised and it was said that COSLA was arguing for Local Authorities to have long term flexibilities with funding rather than smaller pots of funding that has strict parameters. The development of a climate intelligence service was also discussed by the Board and COSLA indicated that further information would be provided in future.

The Board:

- i. Noted the current work on climate change and its strategic context;
- ii. Noted the presentation which will supplement the information provided in the report; and
- iii. Commented on the matters discussed here, to inform the development of the new Board Plan and our work with partners.

## **6. Transport**

This paper updated Members on the transport priorities agreed by the previous Board and ongoing work on those priorities. This paper provided an opportunity for the Board to discuss how transport should sit within its priorities going forward. While this was primarily for awareness at this stage, discussion was welcomed on all points in the paper.

A discussion followed and Members were encouraged to contact the COSLA Environment and Economy Team if they have any further questions or queries.

The Board:

- i. Noted the current transport priority areas in their strategic context;
- ii. Commented on the matters discussed here, to inform the development of the new COSLA Board Plan and our work with partners.

***Recess was called at 12.15pm***

***Reconvened at 12.25pm***

## **7. Heat Decarbonisation**

The decarbonisation of heat in buildings is a key part of the Just Transition to a net zero economy. This report set out COSLA's current position and the likely priority areas for COSLA in the future. The paper asked the Board to consider heat decarbonisation within the wider context of the Just Transition and provide any comments which could be taken into account when developing the Board Plan.

A discussion followed, with comments on how COSLA could support Local Authorities with the practical delivery of heat decarbonisation locally.

The Board:

- i. Noted the current heat decarbonisation priority areas and their strategic context;
- ii. Commented on the matters discussed here, to inform the development of the new COSLA Board Plan and our work with partners.

## **8. Waste and the Circular Economy**

This paper introduced the Board to the current waste and circular economy work of COSLA and sought agreement on key policy positions on the Scottish Government's



Waste Route map and Circular Economy Bill. This is an area where collaboration with Scottish Government is well developed and constructive.

A discussion followed on topics raised by the paper, including how communication can assist with behaviour change in recycling. Member will receive more detailed reports on specific policy proposals such as householder responsibilities for recycling or varied charging, which are being developed under the Route map, in due course.

The Board:

- i. Noted the current waste and circular economy priority areas in their strategic context;
- ii. Commented on the matters discussed in this report, to inform the development of the new COSLA Board Plan and COSLA's work with partners;
- iii. Agreed the proposed response to the Waste Route map as set out in paragraphs 22-25, including the position on new statutory targets, a review of service charging for kerbside collections and new collection requirements.

## **9. European and International Affairs**

COSLA's Brussels Office leads on EU and international policy. The work aims to promote and safeguard the interests of Scottish Local Authorities in European Union and international agenda. This paper introduced the Board to COSLA European and international work, detailed activities for 2022 and invited discussion on member priorities in this area.

Members enquired how work with European partners would look post the UK's exit from the EU and were assured that good partnership working would remain key to the function of the Brussel's Office.

A discussion took place on the work of the Brussels and that future reports would be brought back to the Board to help shape the priorities of COSLA's international work

The Board:

- i. Noted the current work on European and international affairs;
- ii. Commented on the matters detailed to inform the development of the new Board Plan and our work with partners.

## **10. Date of Next Meeting: Friday 9<sup>th</sup> December**

Councillor Macgregor concluded the board meeting and thanked Board Members for all their contribution. Meeting concluded at 1.05pm.



HSC Item 3

## DRAFT MINUTE OF MEETING OF COSLA HEALTH AND SOCIAL CARE BOARD

Friday 4<sup>th</sup> November 2022

At Verity House and Via Microsoft Teams

### **Present**

Aberdeen City Council  
 Aberdeenshire Council  
 Angus Council  
 Argyll and Bute Council  
 Clackmannanshire Council  
 Dumfries and Galloway Council  
 Dundee City Council  
 East Ayrshire Council  
 East Lothian Council  
 East Renfrewshire Council  
 Falkirk Council  
 Fife Council  
 Glasgow City Council  
 Highland Council  
 Inverclyde Council  
 Moray Council  
 North Lanarkshire Council  
 North Lanarkshire Council  
 Perth and Kinross Council  
 Renfrewshire Council  
 Shetland Islands Council  
 South Ayrshire Council  
 Stirling Council  
 West Dunbartonshire Council  
 West Lothian Council  
 Carers Representative  
 IJB Chief Officers  
 Public Health Directors  
 Public Health Scotland  
 Social Work Scotland  
 Scottish Ambulance Service  
 SOLACE

Cllr John Cooke  
 Cllr Anne Stirling  
 Cllr Julie Bell  
 Cllr Amanda Hampsey  
 Cllr Wendy Hamilton  
 Cllr Andy Ferguson  
 Cllr Ken Lynn  
 Cllr Clare Maitland  
 Cllr Shamin Akhtar  
 Cllr Katie Pragnell  
 Cllr Fiona Collie  
 Cllr David Graham  
 Cllr Chris Cunningham  
 Cllr Muriel Cockburn (Sub)  
 Cllr Martin McCluskey  
 Cllr Tracy Coyler  
 Cllr Paul Kelly (Spokesperson)  
 Cllr Gerry Brennan  
 Cllr Sheila McCole  
 Cllr Jennifer Adam  
 Cllr John Fraser  
 Cllr Julie Dettbarn  
 Cllr Danny Gibson  
 Cllr Michelle McGinty  
 Cllr Anne McMillan  
 Peter Burke  
 Julie Murray  
 Dr Susan Webb  
 George Dodds (Sub)  
 Jennifer Rezendes  
 Pauline Howie  
 Eddie Fraser

### **Guests**

Scottish Government  
 Developing Health and Independence  
 Public Health Scotland

Margot White  
 Moira McKenzie  
 Matt Lowther

### **Apologies**

City of Edinburgh Council

Cllr Tim Pogson

Comhairle nan Eilean Siar  
 East Dunbartonshire Council  
 Highland Council  
 Midlothian Council  
 North Ayrshire Council  
 Orkney Islands Council  
 Scottish Borders Council  
 South Lanarkshire Council  
 Argyll and Bute HSCP  
 Fife Director of Finance  
 IJB Chair  
 Public Health Scotland  
 NHS Fife  
 Scottish Borders Council  
 South Lanarkshire Director of Finance  
 South Lanarkshire HSC Partnership  
 SPDS

Calum Maclean  
 Cllr Pamela Marshall  
 Cllr David Fraser\*  
 Cllr Colin Cassidy  
 Cllr Margaret Johnson  
 Cllr Rachael King  
 Cllr David Parker  
 Cllr Margaret B Walker  
 Fiona Davies  
 Eileen Rowand  
 Peter Murray  
 Angela Leitch\*  
 Nicky Connor  
 Michael Cook  
 Paul Manning  
 Soumen Sengupta  
 Clare Wallace

*\*Denotes Substitute provided*

## **Public Session**

### **1. Welcome and Apologies**

Cllr Kelly welcomed Board Members to this meeting the Health and Social Care Board.

Apologies were noted.

### **2. Presentation: By Digital Lifelines (Presented By: Margot White, Scottish Government and Moira McKenzie, Developing Health and Independence)**

A presentation was provided to the Board from Margot White and Moira Mackenzie outlining the ongoing public health crisis of drug-related deaths with the number of deaths increasing year on year in the last decade.

The presentation highlighted that digital exclusion, is a particular issue amongst people with multiple and complex needs. Digital Lifelines Scotland seeks to help overcome digital exclusion and to design digital solutions with and for people with multiple and complex needs at increased risk of drug related harm. The aim of the work would be to improve the health outcomes for people who use, reducing the risk of harm and death.

Margot and Moira welcomed comments and questions from the Board.

The Board raised their support for this work and that it would aid communities that are based more rurally. The Board was due to receive the presentation slides following the conclusion of the meeting.

The Board noted the presentation.

### **3. Public Health Scotland – Local Working Model**

This report set out the partnership approach taken by Public Health Scotland to local working recognising that Community Planning Partnerships and Local Government is the 'engine room' of local public health delivery. It also recognised the need for clear and

strong national public health leadership. The paper set out the key elements of the model and sought the Boards agreement on the Local Working Position Statement set out in Annex A.

Matt Lowther from Public Health Scotland joined the meeting providing an update on Public Health Scotland's work and how to work in a collaborative manner through the Local Working Model. Matt welcomed Board comments and questions.

The Board commented in support of this work, and that collaboration with Public Health Scotland, Councils, and key partners to understand focus areas that would benefit Local Authorities. It was commented that each Local Authority has different needs, and that they would all be considered in the work.

The Board:

- i. Provided views on the approach taken to local working;
- ii. Agreed the proposed COSLA position set out in paragraphs 9-10.

#### **4. National Mission Oversight Group**

This paper aimed to provide an update to the Health and Social Care Board on COSLA's involvement in the Scottish Government's "National Mission Oversight Group" committed to reducing drug-related deaths. Members were asked to consider how COSLA could make the most meaningful and effective contribution to this policy area.

The Board:

- i. Noted that the Drugs Deaths Taskforce had completed its final report and the recommendations from this report would feed into the wider National Mission on Drugs Deaths Plan 2022-2026;
- ii. Provided views on how COSLA could make the most meaningful and effective contribution to this policy area;
- iii. Provided views on the current implementation rate of MAT standards across alcohol and drug partnerships.

#### **Private Session**

#### **5. Minutes of the Last Meeting and Matter Arising**

Board Members agreed the minute of the previous meeting as an accurate record.

#### **6. Health and Social Care Update Paper and Board Workplan (6A)**

This report presented the updated Board Plan (Appendix 6A) which reflected the current status of priorities for the Health and Social Care Board.

The Board:

- i. Considered and provided comments relating to the Health and Social Care Board Plan provided at Appendix 6A;
- ii. Noted progress and discuss any emerging issues from the written update provided in this paper.

#### **7. Carer's Strategy**

A National Carers Strategy had been drafted by Scottish Government. The Strategy compiled existing legislation and policies surrounding carers with an aim to set out their approach to unpaid care.

The Carers Representative provided commentary on the National Carers Strategy in that it may be too long and should perhaps be kept simple to aid delivery, Board Members agreed with this commentary. Members also raised various areas for Officers to further consider in their work in this area, such as supporting short breaks for Carers.

The Board:

- i. Agreed with the points set out in paragraph 14;
- ii. Provided any further views on the Carers Strategy.

## **8. National Care Service**

This report updated the Board on work relating to the National Care Service (NCS) since the previous Board meeting in September 2022.

This report provided an update on the most recent mandates agreed by Leaders on the 2<sup>nd</sup> and 30<sup>th</sup> of September regarding COSLA's approach to National Care Service co-design activities.

This report updated the Board on press, public affairs and parliamentary engagement work undertaken by COSLA to help influence and shape the future of the National Care Service Bill.

Members raised concerns on what impact the cuts of £70 million would have on the National Care Service, and Officer commented that the true impact is being assessed. Members also commented that the shape of the bill in its current form does not reflect the feeling report that was initially put together. Members commented that a National Care Service could be beneficial if it reflected comments initially raised in the feeling report.

The Board:

- i. Noted the decisions taken by Leaders regarding COSLA's engagement in the co-design and governance of the National Care Service;
- ii. Noted developments with regards to COSLA's press, public affairs, and parliamentary engagement on the National Care Service Bill;
- iii. Agreed that any further updates on the Bill as well as the co-design and governance of the NCS are brought back to the next Health and Social Care Board meeting and COSLA Leaders. Agreed relevant updates and agreement will also be brought back to the Health and Social Care Board in relation to policy areas highlighted at paragraph 7 of this report.

***Recess called at 12.35pm***

***Reconvened at 12.40pm***

## **9. Joint Ministerial Group and Social Care Workforce**

It is a key priority for COSLA to progress work to improve the experience and value of our social care workforce while ensuring that commitments around this work are appropriately impact assessed and resourced.

This report updated the Board on work that has been taken forward in relation to improvements for the social care workforce including the development of a Social Care Workforce Programme Board and a Joint Ministerial Group.

The Board:

- i. Noted and provided views on the update in relation to developing governance for social care workforce issues including the newly stood up Joint Ministerial Group which will be jointly chaired between COSLA Health and Social Care Spokesperson and the Minister for Mental Wellbeing and Social Care.

## **10. Update to the Joint Statement of Intent**

Following the publication of the Independent Review of Adult Social Care, while voicing concern at some of the recommendations in relation to accountability, COSLA Leaders also welcomed much of what was in the report and agreed areas of work where COSLA and Scottish Government can work together to progress common objectives across social care, and which would lead to better outcomes for communities, within existing structures.

A Joint Statement of Intent between COSLA and Scottish Government was published in March 2021 and set out shared commitments that would drive forward these improvements without the need for legislative or structural change. This report provided an update on progress around these commitments and highlighted that a refreshed Statement of Intent, which summarises key activity outlined in paragraph 10 of this report, will be published in autumn 2022.

The Board:

- i. Noted the progress in relation to commitments outlined in the March 2021 Statement of Intent;
- ii. Noted the mandate by Leaders for Officers to take forward further work with Scottish Government on areas outlined within this report which would lead to improved social care support, better outcomes for communities, and within the existing structures and accountabilities;
- iii. Noted that COSLA's Health and Social Care Spokesperson will sign off the refreshed Statement of Intent in line with the areas of work agreed within this report.

## **11. Mental Health and Wellbeing Workforce Strategy**

The Scottish Government intended to produce a Mental Health Workforce Plan to support the incoming Mental Health and Wellbeing Strategy. Discussions on this were at an early stage with Scottish Government seeking views of Stakeholders and providing a framework against which a workforce planning could be considered.

The Board welcomed and were eager to assist in the work to introduce this Strategy, working alongside partnership organisations such as Police Scotland, Scottish Fire and

Rescue Service, and the NHS. Members raised that during the roll out of the Strategy that there is consideration taken to ensure that there are no inequalities between Local Authorities, so that there a competitive staffing environment created between Councils. Also raised, was that consideration to incorporate safe spaces for staff to talk that is kept confidential.

The Board:

- i. Provided any views on questions provided at appendix A;
- ii. Indicated support for the position outlined in paragraph 15.

## **12. Disabled Children and Young People (Transition to Adulthood) (Scotland) Bill**

This report asked Members to review the existing COSLA position in relation to the Disabled Children and Young People (Transition to Adulthood) (Scotland) Bill and consider the position going forward as the Bill begins to progress through Parliament. The report also updated Members on the Scottish Government commitment to progress a National Transitions to Adulthood Strategy and seeks views on how COSLA should engage with this work.

The Board:

- i. Considered the aims and detail of the Bill, discuss the position adopted previously, which was that COSLA did not support the Bill;
- ii. Considered the Scottish Government's National Transitions to Adulthood Strategy and how we should engage with this work; and
- iii. Agreed the position outlined in paragraphs 14 and 15.

## **13. Any Other Competent Business**

No other additional competent points of business were noted.

## **14. Date of next meeting: To be confirmed following November's Session of COSLA Leaders**

Councillor Paul Kelly concluded the meeting and thanked Board Members for their attendance and participation. The meeting was closed at 12:55pm.