

MINUTE

Smarter Co-ordinating Group

November 19th 2009 [Meeting 3]

9:30 a.m. – 10:45 a.m.

Room 308a, Moray Council

Meeting called by agreement

Attendees:

John Carney	Head of Children & Families and Criminal Justice Services	john.carney@moray.gov.uk	01343563534	A	A	Y
Sean Coady	NHS	Sean.coady@nhs.net	01343 567129	S	S	N
Susan Chalmers	Skills Development Scotland	susan.chalmers@careers-scotland.org.uk	01343548884	Y	Y	A
Karen Delaney	CLD Team Leader (Youth Work)	karen.delaney@moray.gov.uk	01343563602	A	A	A
Richard Donald	Head of Educational Support Services	richard.donald@moray.gov.uk	01343563182	Y	Y	Y
John Ferguson	Community Planning & Development	john.ferguson@moray.gov.uk	01343563404	N	Y	N
John Hammond	Reporter	john.hammond@scra.gsx.gov.uk		N	N	N
Graeme Jarvis	Community Development	graham.jarvis@moray.gov.uk	01343563405	Y	A	Y
Anne Lindsay	Moray College	anne.lindsay@moray.uhi.ac.uk	01343576306	A	Y	Y
Hugh Mackie	Grampian Police	Hugh.mackie@grampian.pnn.police.uk		Y	Y	Y
Chris Wiles	The Rowan Centre	chris.wiles@nhs.net	01343 567399	A	Y	Y
Ian Wood	Aberlour	ian.wood@aberlour.org.uk	01343546214	Y	Y	Y

For Information:

Jeremy Akehurst	Jeremy.akehurst@moray.gov.uk	01343 563608				Y
Jeanette Brown	Jeanettebrown@nhs.net	01343 567129	Y	Y		
Gill McGhie	Gill.mcghie@moray.gov.uk	01343 563053				
Anne Sim	Anne.sim@moray.gov.uk	01343 563183				
Lori McQuaker	Lori.mcquaker@moray.gov.uk	01343 563533				
Yvonne Watson	yvonne.watson2@nhs.net	01343 567129				

09:30

Apologies noted from Susan Chalmers and Karen Delaney
Minute of previous meeting was approved.
No items arising not included in agenda

GIRFEC

Four papers had been circulated prior to the meeting. Jeremy was able to provide input. There were wide variations in the implementation of LIAP with a large number of meetings being held in Forres and Speyside and none being held within Elgin. It was felt that some procedures being followed were not within the guidelines and an issue of concern related specifically to the consent on information sharing.

Some schools were organising multi agency meetings of professionals to discuss children and young people but these were not following GIRFEC principles.

	<p>The concern was that there was no evidence of multi-agency working within the Elgin High and Elgin Academy ASGs. It was agreed to write to the Chair of the two LMGs with copies to HT and SW managers seeking evidence of integrated working.</p>	RD
	<p>Screening systems were also discussed and it was agreed to contact the GIRFEC group and ask them to consider how best to adopt a multi agency screening process which would be used to identify children.</p>	RD
Integrated Children's Services	<p>The basis of the plan was discussed and agreed. The combination of the work of the Associated Groups and LMGs through the ICSP would combine local and central outcomes in delivering on the SOA. Discussion whether the ICSP should be renamed the SMARTER Theme Group plc to reflect its broader focus.</p>	
	<p>The development of the plan needs to be coordinated and to include consultation in line with the Communication Strategy.</p>	RD
Rationalisation of Commissioned Groups	<p>Material was tabled to show the links between Associated Groups and Local Delivery Action Plans. Agreed to build on this by:</p> <ol style="list-style-type: none"> 1. Circulating the table and asking members to review the contents. The table attached. 2. An additional column will be added to allow subgroups of the Associated Groups to be added, e.g. Parenting Strategy Group is now a subgroup of the Early Years Strategy Group. 3. Requests should be sent to the lead officer for each of the Associated Groups to check how the group's work was progressing local outcomes and progress targets. 4. It was cited that in addition to 1 to 3 the cross-theme issues were used by the SMARTER Group impacted on other themes and vice versa, should be noted. 	JC
SMARTER Theme Group	<p>GIRFEC Development Officer Post Noted that the application for continued funding will be at the Community Planning Board on 19 November although the Social Inclusion Group did not recommend approval due to the specific criteria for Fairer Scotland. Need to follow this up.</p>	JC
Single Outcome Agreement	<p>No change</p>	
Child Protection	<p>JC noted positive interim follow-through report and that the full follow-through inspection will occur within 12 months.</p>	
AOCB	<p>Draft Communication Strategy This was noted [<i>see page 4</i>] and approved for action</p> <p>Lunchtime Briefing Agreed the basic programme but to change the LMG sessions to partner presentations over the lunch period to allow increased communication and networking.</p>	All

JC to meet with Ivor Lee and Iain Macdonald on 16 December to progress the programme. ***New timetable attached at page 5*** JC

Date of next meeting The next meeting will take place at **9:30 a.m.** on **7th January 2010** in **Room 101a** when refreshments **will definitely not** be available.

Future dates:

9:30	Thursday 04 th March 2010	Room 308a
9:30	Thursday 15 th April 2010	Room 308a
9:30	Thursday 27 th May 2010	Room 308a
9:30	Thursday 08 th July 2010	Room 308a
9:30	Thursday 16 th September 2010	Room 308a
9:30	Thursday 28 th October 2010	Room 308a

Additional Instructions:

Please note date of next meeting.

Draft Communication Strategy

Aim

The key strategic aim of the Communication Strategy will be to 'promote the activities of the SMARTER Theme Group in an inclusive manner'.

Objectives

In order to achieve this aim the Communication Strategy has the following SMART objectives:-

1. Ensure straightforward and efficient communication between the Strategy Group and Co-ordinating Group to effectively co-ordinate their work.
2. Improve the accessibility of information about SMARTER Theme Groups activities.
3. Develop stakeholder consultation in the evaluation and development of SMARTER Theme Group activities.

The objectives of the Communication Strategy will be supported by the following:-

1. The use of different channels of communication including:-
 - Conferences, seminars and workshops;
 - Maintaining a web-page; and
 - Press releases and production and circulation of other written material.
2. Regular reporting through Moray Performs.
3. Maintaining productive links with other Theme Groups and Community Planning Partnership.

Principles

The Communication Strategy will adopt the following principles. Communication to be:-

1. Purposeful and timely.
2. Open and based on reliable information.
3. In plain English and be available in other languages on request.
4. The responsibility of all members of the Strategy and Co-ordinating Groups.

Action: Ensure straightforward and efficient communication between the Strategy Group and Co-ordinating Group to effectively co-ordinate their activities.

Activity	By whom	By when	Outcome
Production and distribution of minutes	Group Chairs	Within one month of each group meeting	Good flow of information between groups

Action: Improve the accessibility of information about SMARTER Theme Groups activities.

Activity	By whom	By when	Outcome
Press releases	Agreed by Strategy Group or Associated Groups	As and when required	Raise awareness of wider public
Regular reporting – through Moray Performs	Lead Officer	Reporting cycles	Publicly accessible reporting on Local Action Plans
Website	Project Officer	Ongoing	Timely reporting of SMARTER Group activities

Action: Develop stakeholder consultation in the evaluation and development of SMARTER Theme Group activities.

Activity	By whom	By when	Outcome
Widen service user and other stakeholder involvement	Lead Officer in collaboration with the Community Engagement Group	As and when required	More inclusive development of SMARTER activities and their evaluation

Lunchtime briefing – SMARTER Theme Group

Date: late January/ early February

Location: tbc

Time: 11.30am-2.30pm

Numbers: 60

Target Audience: Leaders/ opinion formers, multiagency

Funding: Careers Scotland

Format: Small groups around tables.

Chair: Cllr Hamilton

Draft programme:	Arrival	11.30 for 11.45	
	Introduction	11.45-11.50	Cllr Hamilton
	Overview	11.50-12.05	
	Presentation (1)	12.05-12.20	
	Presentation (2)	12.20-12.35	
	Poster Presentations	12.35-13.35	This session include lunch
	Presentation (3)	13.35-13.50	
	Presentation (4)	13.50-14.05	
	Forward Planning	14.05-14.20	
	Thanks/ Close	14.20	Cllr Hamilton

Presentation topics: More Choices More Chances/ 16+
Early Years Strategy
LIAP/GIRFEC
2010/2011 SOA/ Children's Services Plan

Introduction: to the programme, domestics

Overview: progress to date – SMARTER Theme Group

Poster Presentations: for LMGs, Associated Groups and agencies to highlight good examples of joint-working

Forward Planning: communicating a vision for the future