



## CRITICAL SERVICES OVERSIGHT GROUP

### MINUTE OF MEETING OF 19 JUNE 2009

Present:	<p><b>CSOG :</b> David Hume, Chief Executive, SBC (Chair); John Glennie, Chief Executive, NHS Borders; T/Ch Superintendent David Gardner, Lothian &amp; Borders Police</p> <p><b>Attendees:</b> Andrew Lowe, Gillian Nicol, Alana Notman, Jackie Swanston, Chief Supt Graham Sinclair</p> <p>Item 1: Ralph Roberts &amp; Dr Alan Mordue, Lorna Murray, ELL</p> <p>Item 6: Elaine Torrance, SW</p>
Apologies:	<p>Brian Kerr, Chair of Adult Protection Committee, Pauline Walker, Chair of CPC</p> <p>Glenn Rodger, Director of Education</p>

1.	<p><b>H1N1</b></p> <p>Ralph Roberts and Dr Alan Mordue updated the Group following their weekly national briefing. SBC and NHS had discussed this on 15 June at their joint management team meeting and again at their special weekly meeting on 17 June. There were now 40,000 across the world, with 1,700 confirmed cases at as Wednesday in the UK, of which 537 were in Scotland. Although there had been some possible cases in the Borders this week, these had tested negative. The schools close on 26 June and it was hoped that no cases would emerge in the school population before that date.</p> <p>Preparation for the anticipated pandemic is taking up a lot of NHS time. It is expected that case numbers will climb as from the autumn, with a 12-15 week cycle which would peak at the 5<sup>th</sup> or 6<sup>th</sup> week. A serious concern is that as the numbers increase, the virus may mutate and become more aggressive and severe. Children and people of working age are the main sector being affected. Currently there is an Edinburgh, Lothian &amp; Borders Co-ordinating Group with provision for a local response. Lorna Murray has been working closely with NHS Borders.</p> <p>Ralph Roberts distributed an extract from their existing pandemic flu plan, and a diagram of the NHS Clinical Executive Flu Group. It was proposed that a Borders Senior Support Team should now officially be set up and the role and remit was outlined with the membership of the two Chief Executives and appropriate members NHS Borders Executive Team and SBC's Corporate Management Team and a query as to which other groups should be represented. The group would support, provide resources and encouragement to the Pandemic Flu Groups managing the incident/services; act as a focal point for communication with the Scottish Government; deal with enquiries from local and national politicians and respond to request from local flu groups where additional help/advice is required. It was agreed that the Police should be part of this Group. David Hume stated that under the Civil Contingencies Act 2005 the local authority also has a responsibility for promoting and assisting private businesses with business planning. Thought should therefore be given to the interface with the Federation of Small Businesses, Chamber of Commerce, Scottish Enterprise and it may be that a sub-group is required to cover that sector.</p> <p>John Glennie tabled a copy of information they had distributed on 18 June to managers covering HR planning for changing service needs and mobilisation of resource to cover essential services, and also workforce issues. It was agreed that the two organisations now</p>
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	<p>needed to work more closely and create a joint communications team and David would contact the Corporate Communications Manager to instigate this immediately. As a result of Monday's meeting the two HR departments would begin to work together on workforce planning issues and a copy of the NHS email would be given to Tracey Logan.</p> <p>Alan Mordue said that there would be decisions to be made during the coming months with regard to the vaccination programme, especially if the supply is limited at first, with consideration being given to police and utilities, as well as health and social work groups.</p> <p><b>Action: (a) NHS will flesh out the Borders Senior Support Team proposals as to membership and remit, with Police being added, which will deal with the issues at the appropriate local level within the national framework. (b) Consideration to be given as to how we work with the business community, ie this group or the Council. (c) One clear diagram of the interfaces of the various groups to be produced – with as few groups as possible – in order to be clear of the various roles. (d) NHS to call the first meeting of the Borders Senior Support Team. (e) A Joint Communications Group to be set up.</b></p>
2.	<p><b>Minute of Meeting of 17 April 2009</b> Noted.</p>
3.	<p><b>Matters Arising</b></p> <p>Item 6: Baby P &amp; Child Protection: AL confirmed that the report considered at CSOG in April was approved by SBC in May and he thanked NHS Borders for their assistance in progressing the recommendations.</p> <p>Item 7: Dr Baijal, Director of Public Health, takes up post on 20 July</p> <p>Item 12(b): David Gardner advised that the missing person in the Eyemouth area, had not been found. They had carried out an independent review of the case and, although there were issues for the Police, there were no learning points for any of the other agencies.</p> <p>Item 13(b) – visit to CPU to be re-arranged for next meeting on 18 September</p>
4.	<p><b>ELBEG</b></p> <p>The Minute of the meeting of 22 May had not yet been received but David Hume highlighted the actions.</p> <p>(a) Annual report is moving forward and received in draft form. This would be circulated to colleagues.</p> <p>(b) Edinburgh's CSO had concerns about guidance and applicability to Edinburgh, although it had been endorsed by ELBEG. DH had therefore arranged to meet with Directors of Social Work and NHS representatives to discuss this matter on 6 August, prior to next ELBEG on 14 August.</p> <p>(c) During his chairmanship DH along with Lesley Boal of L&amp;BP will look at the ELBEG role.</p> <p>(d) Proposed conference theme is data and intelligence and Sir Michael Bichard was to be approached as keynote speaker.</p> <p><b>Action: (a) DH to circulate the draft ELBEG annual report to the Group</b></p>
5.	<p><b>HMIE &amp; SWIA Reports</b></p> <p>(a) SWIA: Andrew Lowe tabled and spoke to the action plan following the SWIA inspection. SWIA will return in February 2010 to monitor progress. One of the key elements is Implementing financial monitoring arrangements and a date of October 2009 has been set to make sure information is developed and submitted to members for scrutiny. There are now finance officers on joint boards who will review all monies, creating more shared corporate finance working. He advised that this action plan would go to SBC Corporate Management Team, to the Performance Monitoring Panel and to the Child Protection and Adult Protection Committees. DH asked for copies of the SWIA and HMIE reports to go to Chief Supt Graham Sinclair.</p> <p>(b) HMIE Follow Through Inspection – A Lowe tabled a 2 page extract from the Child Protection annual report which covered the follow through from the main inspection in 2007. He drew attention to the particular issue of information sharing and the need to progress this. Electronic data sharing has proved difficult because of technological problems. The Scottish Government have agreed to pilot some work in education which will enable education information to be linked through to the social work by the end of the year. GN advised that</p>

	<p>concern had also been raised by Child Protection Chairs this week and mention was made of considering a web based system to overcome the problem of adaptors not delivering what is required. RR advised that within NHS Borders they were looking at changing 3 systems within the next 18 months and this could create problems. AL also said that the SG funding for data sharing would cease at the end of this financial year.</p> <p><b>Action: (a) Copies of the SWIA and HMIE reports to Graham Sinclair – LA (b) Noted.</b></p>
6.	<p><b>Audit Scotland Drug &amp; Alcohol Services in Scotland Report</b></p> <p>Julie Murray advised that the DAAT Commissioning Group was in the process of working through the checklist contained in the Audit Scotland Report and had made some initial notes at their meeting on 16 June. However, this was a lengthy process and would need to be progressed in a separate meeting over the next few weeks. The aim was to complete a template which clearly analysed our current position, identified areas for action, and specified what those actions should be. This would then need to go before the DAAT again. It was the intention that the action plan would be ready for CSOG's next meeting on 18 September.</p> <p>David Gardner said that there was concern about attendance at the DAAT meetings and the seniority of those staff. There appeared to be concern about meeting the deadline for delivering the plan and perhaps extra resources were required. DH said that he and JG would invite Julie to one of their meetings to discuss this. Dr Baijal will be the Chair of this Group in the future.</p> <p><b>Action: (a) DH and JG to discuss with Julie any assistance re the action plan; (b) The proposed timescale was to report to CSOG by 18 September.</b></p>
7.	<p><b>Serious Case Reviewing</b></p> <p>(a) Serious Case Reviewing – AL advised that Adam Ingram MSP has issued guidance whereby the Chief Social Work Officer should be responsible for instigating a serious case review. He instanced two suicides in Peebles and Innerleithen, both of whom were known to Social Work in the 16-18 age range. He was seeking the Group's view on whether they were in agreement that he should take that lead role, instruct a fairly high level and quick review to report back to CSOG who would decide if further work was required. Elaine Torrance was already working on an initial review of a situation with a view to reporting to CSOG in September. GN thought there was a need to clarify who should lead as we also had the joint CPC and APC sub group plus Scottish Executive guidance to CPCs which covers up to 18 year olds. Initial reviews need to be low key and done quickly. David Gardner asked what the threshold was for a serious case given that the Procurator Fiscal was involved in a death. It was agreed that Andrew should work up the criteria for this remit and bring it to CSOG in September.</p> <p>(b) Peebles case – DH spoke to the note which was circulated. Elaine Torrance had conducted a debriefing meeting with key staff from HR, Community Learning and Development, Adult Protection, Criminal Justice and the local social work office regarding the events on 5 June when an elected member had been made aware of an issue in Peebles.</p> <p>The main outcome was that there were staff training issues around the appropriate channels and routes for adult protection matters. ELL and other staff groups needed to have issues around adult protection reinforced and ensure that procedures are followed.</p> <p>As a result of this incident DH asked that SW reissue the "credit card" information note to be updated to cover criminal justice, child and adult protection information, to all Council staff and that this needed to be sent along with a letter. He asked for this to be brought to CSOG for approval on 18 September.</p> <p><b>Action: (a) AL to bring remit for Serious Case Reviewing to CSOG on 18 September; (b) Draft of card and letter to staff to be brought to CSOG on 18 September.</b></p>

8.	<p><b>Child Protection Update</b>  Gillian Nicol spoke to the note covering the HMIE Follow Through Inspection now that the report is published; the budget issue still requiring resolution; ELBCPO; Baby P; Interpretation Services and the Annual Report. Two meetings of the CPC had taken place since 17 April. Two other matters not contained in the note were that a member of the CPC had attended the Scottish Executive launch of child trafficking guidance and we now needed to consider the dissemination of that information and raise awareness. She had been asked to look at safeguarding boards and had spent two days in Warwick. She had returned with a few good ideas but was reassured to find that they were covering the same type of business as our CPC.  <b>Action: Noted</b></p>
9.	<p><b>Data and Intelligence Sharing</b>  Andrew Lowe covered under item 5 above,</p>
10.	<p><b>Critical Cases</b>  Alana Notman spoke to the note which was tabled covering the JR, SS and RT cases. The 2 suicides mentioned by AL under 7 would be brought back to the September meeting.  <b>Action: Noted</b></p>
11.	<p><b>Any Other Business</b>  David Hume thanked David Gardner for his attendance at CSOG over recent months prior to Chief Supt Graham Sinclair taking up the post as from 20 July 2009.</p>
12.	<p><b>Date of Next Meeting</b>  Friday, 18 September 2009 to include visit to Child Protection Unit in Galashiels at 9.30am followed by meeting.</p>