

Policy Team Minutes

Monday 26th April, 2010

Action Points from Last Meeting

All action points from last minutes have been completed.

2011-2015 Work Plan Day

Chris Ratcliffe (CR) is looking for suggestions of how best to involve Rachel Edgar in the long-term planning day that she is facilitating for us on the 19th of May.

Action Point: All Policy Team members to e-mail Chris with their ideas for Rachel's involvement as soon as possible

Action Point: GM (Gillian Munro) to speak to Sareta about sorting a venue for the 19th (CR suggested Edinburgh Training Centre on St Mary's St)

Children's Rights Training

A sub-group has been set up to take this forward – comprising SS (Stefan Stoyanov), GM from Policy Team and CB (Cathy Begley) from Participation – who will meet with Kay Tisdall and Susan Elsley to decide how best to structure 3 days of children's rights training for staff. CR aware that staff have very different levels of knowledge, so is keen to ensure training meets everyone's needs.

Action Point: CR to circulate the Children's Rights Training outline created by the working group

Policy Team Work Plan – General Discussion/Concerns

SH (Sheila Hamilton) – raised concerns that the work plan was expanding to such an extent that we would struggle to have the capacity to complete all tasks. SS and NJ (Nico Juetten) look particularly likely to be overloaded, given the range of areas they are currently working in. Wondered if we should scale back what we currently have in the work plan?

NJ – suggested it made sense to put absolutely everything into the work plan and then sit back to take stock of what is realistic and achievable.

CR – said that work plan was designed to be reviewed and re-visited on a quarterly basis – which would allow us to take account of any changes in circumstances e.g. being a member of staff down/a staff member returning.

PM (Pauline McIntyre) said that she would draft up the work plan section on Best Practice and then circulate it for comment.

SS raised some concerns about the format of the Work Plan – he was not sure this was the best option for when we are drafting the 4 year plan.

Some discussion around whether or not we should have an exit strategy for Sweet 16 work (as we have indicated in our work plan). SS felt it was important that this area of work did not disappear.

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Decided that it was still appropriate to have an exit strategy for Sweet 16 – on the understanding that Looked After Children would still feature prominently in our longer term work plan.

SH asked how we could best ensure that A Right Blether was integrated into our work plan – as it doesn't currently feature.

CR felt it was important that A Right Blether was definitely built in to our plans – given that it would help set our policy priorities for 2011-2015.

GM mentioned that KB's (Katie Brown) A Right Blether plan made mention of consultation with external stakeholders. Felt it was important that we worked on clear messages about this – both internally and externally – so that there wasn't confusion, given the Policy Team's own remit to consult with external stakeholders.

Staff Updates

Pauline

- Nothing to add to last month's update.

Sheila

- Families Outside report is now ready for distribution
- Discussions are underway about how best to launch this – whether to do it discreetly with key stakeholders or to have a Press Release and larger launch. Current feeling is that it is more appropriate to do a very low-key distribution to key stakeholders.
- Being Young In Scotland survey – not going to do much more work with this.
- Early Years work – ED (Emma Davidson) and SH met with Prof Aline-Wendy Dunlop about the small scale research project she is carrying out for us. Found it a useful meeting and were very impressed with team carrying out work to such a tight timescale. Deadline for completion 11th June.
- SH is also working with SS on the child trafficking specification
- SH also involved in setting up training on Filemaker re: data from A Right Blether

Emma

- Has offered to work with Prof Dunlop chasing up responses to Early Years survey
- Has had an e-mail from India at SCRA (Scottish Children's Reporter Administration) re: the Reference Group and possibly setting up something similar for SCRA – ED going to speak to GM about this
- Is being interviewed by a Social Work student this week re: anti-social behaviour

Chris Ratcliffe

- Still working on job descriptions as part of the job evaluation exercise – will be sending out drafts of the new job descriptions very soon.
- Met with PCS Union rep about job evaluation exercise. Rep seemed happy with the process as it was being carried out so far and said they were happy to support individual members if they required it. Management team want to meet with PCS on a regular basis and explore ways in which the Union could be more supportive to SCCYP staff.

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- Working on Child Protection – re-drafting policies/procedures with PM and Moira McKinnon from Glasgow Social Work. All staff will soon have to undergo basic NSPCC online training in child protection. This will be followed by more in-depth training from Moira.

ED asked if new Child Protection procedures would cover the research element of SCCYP's work? SH suggested the CRFR (Centre for Research on families and Relationships) might be able to help with this. Policy Team agreed it was important this element of our work was included in Child Protection policies/procedures.

Action Points:

- **ED to send PM some examples where child protection issues might arise as part of SCCYP research**
- **PM to contact Moira McKinnon to raise this with her (to ensure that research is covered in addition to enquiries and events)**

Gillian

- Has noticed an increase in information requests lately – particularly from students doing dissertations looking for info on the role of the Commissioner etc. & on the back of A Right Blether events
- GM produced a briefing for TB on the Child Poverty Act, possible implications & what the Scottish Government could do to help children living in poverty in Scotland
- Has been completing the Policy Team work plan
- Has been doing some work on Filemaker
- Will be attending a workshop on the 7th of May looking at whether the secure estate could be adapted to provide mental health support to young people.

Nico

- Has received notice of a working group on the future of the Secure Estate in Scotland.
- Has completed the Independent Budget Review response
- Has completed the Public Petition response on school aged children and working hours.
- Has been involved in ASL implementation working group
- Has also been working on Criminal Justice and Children's Hearings Bill (more detailed update later)
- Tasers – Strathclyde Police are doing a 6 month pilot where they are giving 30 beat Police Officers tasers. We've been approached by Amnesty International as they are hoping to do a substantial piece of work on this and would like our support. Concerns as the use of a pilot suggests that there may be a national roll-out planned.
- Mid-May, SCCYP will be hosting the BINOCC (British and Irish Network of Ombudsmen and Children's Commissioners) Policy Officers meeting – this will look at UNCRC monitoring and planning for the BINOCC Youth Justice themed conference in September.

Some further discussion around the planned BINOCC Youth Justice conference:

- CR said that at the Commissioners' meeting in April, there was a feeling that the conference should involve input from young people themselves, if at all possible.
- CR felt it was important that we are clear about devolved powers in Scotland, so that the other nations could understand how justice issues fit into a Scottish context.

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- SS hoped that the conference would be organised in such a way as to allow as many people across as many teams as possible to attend (so it didn't just turn into a Policy event)
- NJ felt preparation for the conference should go in to the work plan. Also felt it was important that we create a good solid paper on where we stand on youth justice.

Stefan

- Child Trafficking research specification – this will be going out to 3 researchers by the end of this week (30th April). Plan is to interview all who submit a proposal and the research itself should take place between June and September 2010. There is promotional work around the findings planned for December 2010.
- Age Assessment – the Scottish Refugee Council is preparing new guidance on how Age Assessments should be carried out. Stefan attended a meeting recently where he was shocked to discover that Social Workers were routinely sharing full age assessments with the UKBA in Scotland. Is going to meet with the Information Commissioners office to explore the data protection implications of this – with a view to possibly doing some joint work.
- Handle with Care/Hoists & Slings – following up on working groups tasked with creating new guidance around this. Progress appears to have been limited to date.

Meg

- Ongoing enquiries work
- One to one with PM today

External Requests Meeting – NJ

NJ – some of the requests handled by the External Requests meeting on Monday have been referred back to the Policy Team for a decision/action.

1. We have been notified that the Scottish Government are setting up the Looked After Children Implementation Group. Not clear as yet whether they are hoping SCCYP will sit on this group.

SS – for implementation groups – felt it might make sense for us to take a back seat.

NJ – also felt there could be issues around our independence in terms of sitting on Scottish Government implementation groups, so thought we should make a decision on a case by case basis.

Decision: We will wait and see if we are asked to sit on implementation group. If so, we will make a decision about whether or not it is appropriate for us to attend.

2. The Adolescent and Child Trust – TACT – have been mainly operating from England, but are now opening offices in Edinburgh. TB was asked to open the new premises, but can no longer attend. Should we still have a presence at the event – given that TB is planning on meeting with the TACT team in the near future?

SS – felt it would probably make more sense for one of us to attend a meeting with TB and the TACT team, rather than go along to the launch.

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Decision: We won't attend launch, but will ask for a Policy Team presence at any future meeting TB organises with TACT team.

3. Sheila Riddell is doing some research into the use of Alternative Dispute Resolution (ADR) in Additional Support for Learning Cases in both Scotland and England. Is looking for a letter of support from SCCYP in order to secure more funding. Is also in the process of creating think tank groups for various strands of this work e.g. how to involve cyp (children and young people) more effectively in ASL decisions and how Local Authorities can act as Corporate Parents alongside having a responsibility to provide for child's ASL needs (conflict of interest).

Decision: We will contact Sheila to say that unfortunately, we can't provide letter of support (as this is not something we do). However, we are very interested in the work she is carrying out and would like to be kept informed as to her progress.

SH – we have been approached by the Scottish Education Research Association – SERA – who have put out a call for papers. Not sure if at this stage we have enough experience in this area to provide a paper – so probably won't take this forward. CR suggested speaking to CB about this – given her education experience.

Consultations – GM

1. NHS Scotland – Dr Jane Parkinson – producing a national set of Mental Health Indicators for children and young people. Response to this consultation is due by the end of May. GM thinks we should respond as we have been involved in this area of work before and the consultation is basically asking us to check what may have been missed, rather than working from scratch. NJ could also scan it for Article 3.

Decision: GM to do

2. Patient Rights Bill – call for evidence by Parliamentary Committee. Deadline of 15th May. Some discussion around how Bill doesn't currently refer to children and young people specifically – which is concerning given that it covers complaints procedures and how to seek advice and support. There is good scope for us to provide a children's rights perspective.

Decision: GM and NJ to do jointly

3. End of Life Assistance Bill – this is unlikely to go past Stage 1. Originally we were not going to contribute to this. However, there is a very interesting section on capacity – which seems to run counter to existing Gillick competency rules – and so it is important for us to respond on this basis alone.

Decision: NJ to respond

4. Public Petition – contracts in Youth Football. Deadline 17th May. SS suggested it would be useful to speak to children and young people and possibly a Trade Union about this. NJ said it would also be worth checking with other Commissioner's offices to see if this issue has come up with them. SH suggested looking at Henry McLeish's recent report into youth football.

Decision: PM to respond

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Link Between Policy Team Work Plan/Overall SCCYP Strategic Aims & Objectives – CR

CR is working to amend the SCCYP overall strategic aims and objectives to fit more closely with the Policy Team work plan.

CR will send out a revised set of strategic aims and objectives in next couple of days. He needs comments from the Policy Team by Friday 30th April.

Action Points:

- **CR to distribute revised strategic aims and objectives**
- **Policy Team to provide comments by 30th April, 2010.**

Criminal Justice Bill Update – NJ

- Discussion of sections around the Age of Criminal Responsibility and DNA were delayed again, but should be discussed on Tues 27th April.
- NJ expects the Age of Criminal Responsibility amendment – introduced by Robert Brown – to be dismissed
- There is a possibility of us doing some work on this, though, at Stage 3 (once General Election has passed)
- DNA – there is a proposed amendment to the section about retaining children's DNA from Hearings on a life-long basis
- Stage 2 of the Bill is likely to conclude around early/mid-May
- Stage 3 – will be in June

Children's Hearings Bill – NJ

- Committee are looking at breaking the link between accepting an offence ground in a hearing and a conviction (apart from some very specific convictions). This should hopefully avoid the routine criminalisation of children and young people.
- TB has given oral evidence to the Committee on the Bill
- Committee are now nearing the end of their evidence taking.
- Stage 1 report and debate should take place before Summer recess – possibly around the 1st of July.

Children of Prisoners Report – SH

SH - Some further discussion around how the new report should be distributed. TB keen to publicise this widely – but SH feels it would be better for it to just go out to key justice/MSP contacts.

NJ – Felt that some of the recommendations made in NSNHNG (Not Seen, Not Heard, Not Guilty) report have moved on quite significantly. The Scottish Prison Service in particular has been responsive to our recommendations, although some other key stakeholders have been much less proactive.

NJ has mapped out the various recommendations made in the report and who we need to speak to in order to follow this up.

NJ says that we did try to push for an Amendment to the Criminal Justice Bill to ensure that those sentencing offenders would have to take into account the potential impact a sentence would have

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on the offender's family. However, the section that this Amendment referred to has now been completely removed from the Bill – and so it's not possible for us to re-visit this.

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Minute of the Policy Team Meeting 15th June 2010

Present: Sheila Hamilton (SH), Gillian Munro (GM), Nico Juetten (NJ), Pauline McIntyre (PM), Stefan Stoyanov (SS):

Apologies: Emma Davidson(ED), Chris Ratcliffe (CR); Maire McCormack (MM)

There was no formal agenda for this meeting. The main purpose of the meeting was to provide an update of team activities and to review some external requests. There was no formal reference to the minuted policy team meeting of 26th April or the policy meeting on 18th May to discuss consultations.

Agenda item	Action point
<p>There was discussion about the outcome of a preliminary meeting with TB (Tam Baillie) and CR about the policy team concerns about capacity and support. We agreed to hold a further policy team meeting to review our work plan for 2010-2011. The policy team concerns were being raised at the management team meeting taking place and there would be feedback to policy team on this after that meeting.</p>	<p>SH to arrange a meeting for work plan discussion</p>
<p>Team updates</p> <p>SS: Had attended the UKBA (UK Borders Agency) meeting with the Minister for Immigration on 14th June which had been very useful and he had been given the opportunity to raise all the main points which he had hoped to raise. The child trafficking project was also about to start. He was attending a meeting about Moving and Handling guidance at Scottish Government this week. He had also been asked to write a chapter in a book about guardianship which the Commissioner had approved.</p> <p>SH: Provided some background to the child trafficking project which SS and SH were working on, with SH in a supportive role and SS as project leader. The early years project had stalled in terms of delivery dates of report but it was hoped the report would be coming in within the week. The other activity was the work on merging all the Right Blether spreadsheets into one consistent worksheet as a temporary measure until data was migrated into the new Filemaker database.</p> <p>PM: Was finishing off various pieces of work. Restraint response is ongoing. She described issues of working through the inadequacies of the consultation document and that it looked as though the next meeting would be delayed until the autumn. Football Petition – a submission had been sent to the public petitions committee and TB had coverage in the Herald, and the SPL had been in touch. A meeting had been set up with SPL. PM was tying up enquiries and completing child protection revised procedures and suggested it needed a designated Child protection person in the office who could respond on occasions when the Commissioner was not available. It was suggested that the new enquiries temp might take on that role. School class sizes consultation response had not gone ahead due to capacity issues and priorities.</p> <p>NJ: Had attended interesting Youth Justice Conference in Dublin which had an interesting mix of participants and covered the nations. Particular interest in piece of work by Lesly McAra and Susan McVie (Edinburgh University) on youth transitions in crime. Key theme was about how far early intervention dealt with problems and what were long term impacts and what assumptions were being made about 'pre-delinquency'. Links to issues around Children's hearing system and also what happens in areas where children's rights have higher profile versus those areas where actions have to be taken to circumvent the gap in awareness of</p>	

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<p>rights. Children's Hearing Bill - at Stage 1; Criminal Justice Bill - at stage 3 and no appetite to re-table amendments; Manifestos - SS and NJ looking at project plan to undertake communicating general messages to party manifestos. Children of Prisoners – SH and NJ have project plan to undertake follow-up work over the summer Safeguarders meeting – NJ attending next week</p> <p>GM: There had been a number of FOIs, an increased rate recently and primarily on spending and budgets for example on corporate merchandise. This had substantially added to workload. Would be looking at ways in future to re-establish providing information on the website which would save a lot of time. NJ noted this would meet requirements under public services reform bill. GM also noted work on the information management audit outcomes with 90 recommendations for which policies had now to be drafted. Other work was Filemaker development work and attending a first aid course. Other discussion around the Unicef child rights impact assessment toolkit work, in draft stage and this would be an opportunity to look at how we can take this forward in Scotland.</p>	
<p>External requests: A number of external requests were discussed and decided:</p> <p>Lithuanian enforcement of non-monetary court decisions – NO</p> <p>Move On – charter for change - pass to participation</p> <p>Looked after Children Scotland regulations (wanted feedback from practitioners – NO Scottish Liberal Conference Attendance –end September. Should have a presence – YES for SS</p> <p>Save the Children project - Governance fit for children? How far have the UNCRC general measures of implementation been realised in Europe?UK Child Rights Policy Officer wanting to do an interview but it is on 13th/14th July when SS on holiday. Arrange a later time and possible telephone interview.</p> <p>NHS Health Improving care establishments – Minimum response. GM suggested response as keep us in loop if you need Children's rights angle.</p> <p>Centre for Excellence for looked after children was a scoping study which Sue Elsley was undertaking. It was to see if there should be a 'centre for excellence' with support of SIRCC. Refer back to Sue for clarification of what was wanted.</p>	<p>NJ pass to KB</p> <p>NJ ask SS</p> <p>NJ to ask SS NJ to contact Save the Children</p> <p>NJ?</p> <p>NJ</p>
<p>Consultations:</p> <p>European Commission begins public consultation on children's rights – response by 20th August. Expected to be involved</p> <p>GM provided further details by email. Suggested might involve participation team. <i>The consultation will cover issues like child-friendly justice, violence against children, child poverty and child participation. It is open until 20 August 2010</i></p>	<p>GM/policy team</p>

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Minute of the Policy Team Meeting 28th July 2010

Present: Sheila Hamilton (SH), Gillian Munro (GM), Nico Juetten (NJ), Linda MacDonald (LM), Stefan Stoyanov (SS)

Apologies: Maire McCormack (MM), Pauline McIntyre (PM)

Agenda item	Action point
<p>1. General greetings Minutes of last meeting were not formally agreed. Agenda was noted. NJ greeted the team and welcomed Linda as the new policy team member.</p>	
<p>2. Immediate priorities The immediate priorities were to look at the work plan 2010-11 and strategic planning for 2011-2015 and national consultation with organisations.</p> <p>Recommendations from the auditors would have a direct impact on the team in terms of planning in a different way with outcomes and KPIs (Key Performance Indicators). There was also the likely approach of a best value review which was not clear yet in terms of extent and scale but would be a future focus.</p> <p>There was some general discussion about the impact of such reviews on the work of the policy team. A general question was raised about what had happened to the job evaluations and NJ indicated his understanding that this was still to be completed. SH asked where the equalities strategy sat and GM whether any equality impact assessment would be conducted on the national consultation as we need to meet duties.</p>	
<p>3 Discussion on the policy team work plan 3a updated/edited work plan NJ reported on the steps which had taken place to remove red categories from the work plan. Amber categories and green categories remained. A new category of 'blether support' had been added and there was discussion around what this would involve and what role team members would have.</p> <p>3b Blether integration NJ thought we should revisit blether plan to link to policy team work. There were some questions raised about capturing data from tour visits, the level of information coming back from the vote, and how to take this forward into policy priorities and discussion around validity of processes.</p> <p>There was also discussion around Glow information requests and GM noted 44 questions so far, with some interesting questions. GM will respond on behalf of Tam and possibly develop a FAQ section for website. Other discussion included GM asking about evaluation of DVD, SH about CYP evaluations and SS if we could influence the ballot design and analysis.</p>	<p>Team: Action: check work plan against blether plan</p>
<p>4 Strategic Planning 2011-15 and the national consultation with CYP (and other?) It was agreed that this would be postponed for a separate meeting.</p>	
<p>5. Team updates GM: on leave for two weeks but noted need to watch FOI requests, log them and flag them up to TB (Tam Baillie). LM would do this.</p> <p>SH: was beginning NSNHNG (Not Seen, Not Heard, Not Guilty), awaiting early years, and looking to do a research programme and strategy. SH reminded team of Steve's budget requests and that as a team we should look at future research plans. Child trafficking in support of SS lead.</p>	

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LM: noted there were 28 active /open enquiries and two new ones. Others were now closed or up to date. She had a meeting planned with TB to talk in particular about enquiries over school transport. NJ might attend part meeting. Going to set some time aside to look at report writing.

NJ:

- Children's hearings bill items, and government implementation group which was more like an advisory group.
- Work on criminalisation of children, (looking at evidence base, including youth transitions study) and reported on some interesting findings.
- And BINOCC (British and Irish Network of Ombudsmen and Children's Commissioners) youth justice was coming up. Compiling youth justice 5 nations report (7 topics) for mid August with Dublin meeting on 17th August.

SS:

- The child trafficking second advisory meeting was taking place. A monthly update had been received. The UKBA (UK Borders Agency) had agreed to be interviewed. Series of mini structured interviews in August.
- Working on response to early child sexual activity – due by following day
- Also working on consultation of child protection guidelines - NGOs meeting to discuss response.
- Early August, meeting with Juliet from 'Together' on state of children's rights in Scotland. And also involved in CRIM (Children's Rights Implementation and Monitoring) group (terms of reference changing). Some general discussion about what was happening to the children's rights team – contact Val Cox to ask what's happening and what future structure will be.
- SS also noted new group, Scottish Refugee Council child friendly-age assessment process.
- Also SNP manifesto meeting and writing chapter on guardianship, will be drafting in August.

6. Consultations and External requests:

The following is a list with decisions:

- a. new members bills** – calls for evidence (NJ will take forward) domestic abuse, Commissioner for Victims Scotland Bill, BSL Bill Autism bill
- b. European commission on children's rights Public Consultation** 2011-14, a stocktaking exercise by 20th August (SS will look)
- c. Play Scotland reference Group** – said no
- d. Who Cares Scotland – consultation on commissioning secure change and a national contract** deadline was 31 July 2010 – NJ would call the Who Cares Scotland contact person and offer possible letter of support.
- e. Violence against children – have we had enough? Conference**
Date due 29th Sept with children First. Waiting for more information
- f. Growing up in Scotland new birth cohort.** SH would look to see if any glaring omissions. Deadline 30th July.
- g. ENOC budgets** – NJ to scan and ditch deadline 30/7/10.
- h.** Also discussion on the **Dr Dunford** letter and call for evidence.
- i. Holyrood Conference on child poverty** 29 September 2010. Send conference notification to Fay

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<p>j CYP mental health indicators discussion group event on September 10th to improve data and add data. GM will go.</p> <p>k Antwerp – Europe de L'Enfance 8-10 Sept. Possible SS attendance and will look at.</p> <p>l. Training sessions 11 August and 24th August. On working with refugees, mental health awareness and best practice strategy. To be considered.</p> <p>m. Juliet Harris – AGM Together informal open invitation 2nd September</p> <p>n. ENOC health ?</p> <p>o. Centre for Rural Childhood - launch of centre 8th September .SH was intending to go. SS invited too, child trafficking talk as a feature. Same day as child rights training but SH hoping to leave sharp to travel to Perth.</p>	
<p>7. Party Conferences - discussion postponed</p>	
<p>8. BINOCC Conference in September update</p> <p>BINOCC 13th and 14th September is topic based not a staff conference as such although those to attend still to be sorted. The report for the conference will be tabled.</p>	<p>Action - team to let NJ know if they wish to go</p>
<p>9. AOCB</p>	
<p>10. Date of next meeting To be decided</p>	

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Minute of the Policy Team Meeting 24th August 2010

Present: Sheila Hamilton (SH), Gillian Munro (GM), Nico Juetten (NJ), Linda MacDonald (LM), Stefan Stoyanov (SS), Paul Gierthy (PG) – present up to item 2 of the agenda.

Apologies: Maire McCormack (MM), Pauline McIntyre (PM)

Agenda item	Action point
<p>1. Last meeting's minutes & matters arising Under item 5 of minutes can we change CRIM to SCRIM (Scottish Children's Rights Implementation and Monitoring Group)?</p> <p>It was decided to review how the external requests/consultations had progressed from the last meeting.</p> <ul style="list-style-type: none"> a) New members bills – NJ looking at calls for evidence for domestic abuse, commissioner for victims Scotland Bill, BSL Bill, and Autism Bill, and will make recommendations on whether to respond to TB (Tam Baillie). b) European Commission on Children's Rights Public Consultation – SS drafted a response, to be approved by TB and submitted. d) <i>Who cares Scotland, consultation on commissioning changes to secure settings</i>. NJ had comments on impact on advocacy, restraint and child rights – would submit these to Who Cares Scotland. e) Violence against children: had we had enough (Children 1st Conference) – nobody had any more info on this Children 1st Conference, probably go to external requests. f) Growing up in Scotland new birth cohort – SH had responded, it is already very comprehensive, suggested they could pick up on the impact of parental imprisonment. h) Review of English Children's Commissioner's Office – deadline is early October, so respond in late September. j) Children and Young People mental health indicators discussion group event – GM to attend k) Europe de L'Enfance – nobody to attend. l) Training sessions on working with refugees, mental health awareness – details had been circulated. m) Together AGM – SH to attend n) ENOC Health? – unsure what this was about, SH to speak to TF (Time Fell) to clarify. o) Launch of Centre for Rural Childhood – SH and SS to attend. <p>Please note the action point under item 3 on the policy team work plan had been actioned.</p>	
<p>2. Strategic Planning 2011-15 NJ outlined the purpose of his paper 'Policy Team Strategic Planning 2011-15'. The idea is to look for a set of policy priorities that can be integrated with the overall strategic plan. This paper describes the process of how we plan to do this over the next few months. NJ has discussed the paper with TB who had a number of comments.</p> <p>Survey TB is keen to have a tight survey. This has implications as it means the 'taking stock' exercise would have to happen before the survey. NJ wondered if as a compromise we could be more prescriptive in what we can actually do in terms of policy work. SH suggested a compromise between open and closed questions in the survey. NJ felt that if we give choices in the survey we need to be able to explain where they came from but if open need to be clear about our limitations in what we can take on board. PG suggested we could consult on a draft plan.</p>	<p>NJ to redraft the plan based on discussions and circulate for comments</p> <p>SH with help of NJ to mock up draft survey.</p>

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<p>Timescales PG is responsible for taking charge of the strategic planning process. We need to pull a number of areas together and be clear about the timescales. NJ agreed that perhaps our current timescales are quite ambitious. SH suggested 'taking stock' element could run throughout the exercise until the consultations meetings in October 2010.</p> <p>Who If we make it too open we might receive a chunk of qualitative data that we would need to analyse. Could we identify issues as possible priority areas and allow respondents to enrich these with further details such as: what is going on already; how we can fill in the gaps. NJ made clear that whilst there are perceptions of what we are working on it is important to say that we are open to new areas of work and burning issues. So agreed that as a starting point we need to be clear that there is work that we can do that others can't do with a preamble of what we have done and currently are doing, linked to the Commissioner's remit. So we have:</p> <ul style="list-style-type: none"> What we are set up to do What we are currently doing Emphasise that the approach that we can take can add value to ongoing work What are you not doing – that we could do Where can we add value to ongoing work What do you think is the most important thing that we should work on? <p>Consultations Meetings Change the approach from big broad meetings to more focussed and a bit sharper. Arrange informal meetings with key players to identify the gaps. We want to avoid a glut of meetings. Utilise networks such as policy officers network. But keep consultation events open as an option.</p>	
<p>3. Budget Update 3a. Current Year NJ raised the point that in the 2010-2011 budget there is no dedicated policy team budget.</p> <p>3b Budget Submission 2011-12 We are making an 8% cut to our budget bid for 2010-11. This will be submitted by Tam to the SPCB this week. There is to be a notional policy budget.</p>	<p>Team action: we are to look at the 2010-11 work plan and identify anything with major cost implications, if something over £500 let NJ know.</p> <p>GM to check out CAS/CHAS lifespan and any implications for 2011-12 budget.</p> <p>NJ to check Filemaker 5 users and network licence built into 2011-12 budget.</p>
<p>4. Research SH drew our attention to the funds remaining in the 2010-11 budget for research. SH is keen to find out our opinion on what research work is feasible, would add value to our work etc. It's important in putting our ideas together that we have a feasibility plan/summary to explain what we are doing and why.</p>	<p>Team action: Could we submit any research ideas to SH.</p>

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<p>SS suggested that as part of the mid-term report by the Commissioners' in preparation for the State party report we could undertake a consultation with children and young people on the state of children's rights.</p> <p>GM suggested a children and young people's version of CRIA (Children's Rights Impact Assessment), the purpose of which would be a toolkit for children and young people to carry out their own impact assessments on decisions, policy proposals.</p> <p>SS suggested another possible research area is incorporation of the UNCRC into Scots or UK Law. The research would look into the viability of this option. It would also tie-in to work Unicef are doing at a UK level. There would be merit in asking someone to look into the different models.</p>	
<p>5. Consultations & External Requests The following is a list with decisions:</p> <ul style="list-style-type: none"> a. Scottish Child Safety Alliance. Would we like to be involved in a new project called TACTICS (Tools to Address Childhood Trauma, Injury and Children's Safety) – said no, we don't currently have the time. b. Unintentional Injury Advisory Group – would we like to be involved? – No, it was felt that as part of the Scottish Child Safety alliance we had succeeded in getting it on the NHS agenda, it was probably best to leave it to them to take work forward. c. Home safety publications – too late. d. Meeting with the Scottish Government Patients' Rights Team – NJ and GM to attend meeting. e. GMC Child Protection Guidance, call for written evidence – GM to do CRIA screening. f. SHRC (Scottish Human Rights Commission) are hosting the biennial conference of NHRI's (National Human Rights Institutions) on business and human rights – currently we have no involvement. g. Finance Committee Inquiry into Preventative Spending, written evidence due late September – Nico to pull together some points on Youth Justice. 	
<p>6. Manifestos & autumn party conferences There are a couple of party conferences that NJ is not going to be able to cover during October and November. NJ would really appreciate if people could put their names forward. It entails networking and talking to people about issues we are keen for them to put into party manifestos, for example: children's rights to be at the centre of government decision-making; budgets; early year's framework – broad areas of work.</p>	<p>Team action: put names forward to NJ</p>
<p>7. Updates Due to be time spent on earlier agenda items updates were kept very short, and to most pertinent business. On 7th September LM and TB will be meeting with children and young people, parents, and the chair of the parent council regarding school transport changes in Renfrewshire. This issue has been raised via the enquiry service. SH met with Margaret McLeod at Youthlink to discuss the forthcoming BYIS (Being Young in Scotland) Survey 2011. SS needs to schedule time in to work on a chapter on guardianship which will be part of a book entitled 'Safeguarding children from abroad: refugee, trafficked and migrant children in the UK' to be published by Jessica Kingsley. Please note 17th September will be NJ's last day before going on holiday.</p>	
<p>8. AOCB</p>	

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<p>Job Evaluation Review. We are waiting for this to be finished for the Participation Team before it progresses to the next stage.</p>	<p>NJ to ask PG if he knows what is happening with the review.</p> <p>NJ to find out more about 'Best value' review of policy team functions.</p>
<p>9. Date of next meeting To be decided</p>	

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Minute of the Policy Team Meeting 16 September 2010

Present: Sheila Hamilton (SH), Gillian Munro (GM), Nico Juetten (NJ), Linda MacDonald (LM), Stefan Stoyanov (SS)

Apologies: Maire McCormack (MM), Pauline McIntyre (PM)

Agenda item	Action point
<p>1. Last meeting's minutes & matters arising</p> <p>a) New members' bills – NJ summarised and made recommendations to TB (Tam Baillie). It was decided that there will be no response to the Victims Scotland Bill. No decisions were taken about the BSL Bill or the Autism Bill.</p> <p>b) European Commission on Children's Rights Public Consultation – completed.</p> <p>d) Violence against children: have we had enough (Children 1st) – going through the external requests process</p> <p>e) Growing up in Scotland new birth cohort – completed</p> <p>h) Review of English Children's Commissioner's Office – TB will be meeting with John Dunford at the end of September; a decision about any response will be taken after the meeting. NJ will leave contacts and information so that this can be taken forward in his absence.</p> <p>j) Children and Young People mental health indicators discussion group event – GM attended and reported that it was mainly an information and knowledge sharing exercise. It will be next year before a set of indicators is developed but suggested that it would be useful to stay involved in a low-key way.</p> <p>k) Europe de L'Enfance – no one attending.</p> <p>l) Together AGM – SH, NJ and EM attended. There were two recommendations from the report that are relevant to SCCYP – identifying training in children's rights and use of CRIA (Children's Rights Impact Assessment). It was suggested that SCCYP should respond formally. MM is doing some work on this at the moment. Possible co-ordination with the SHRC (Scottish Human Rights Commission) was discussed, as well as the advantages of strengthening the relationship with Together.</p> <p><u>3b Budget Submission 2011-12</u></p> <p>NJ noted that there has been no specific allocation of budget to the policy team and that in future there will be a requirement to submit written applications for all expenditure. It was suggested that the budget should be led by specific pieces of work.</p> <p>NJ asked the team to send him information on what they will spend out of this year's budget.</p> <p><u>4. Research</u></p> <p>Team members to submit any research ideas to SH</p> <p><u>5. Consultations and External Requests</u></p> <p>d) Meeting with Scottish Government Patients' Rights Team - NJ and GM attended. They will make more extensive comments at a later stage.</p> <p>e) GMC Child Protection Guidance - New guidance is coming from the Scottish</p>	<p></p> <p>All</p> <p>All</p>

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<p>Government, which should be taken into consideration in the finalised GMC guidance. GM to write.</p> <p>g) Finance Committee Inquiry into Preventative Spending, written evidence – There is to be a stakeholder event at the end of September. NJ to ask if PG (Paul Gierthy) will be attending.</p> <p><u>8. AOCB</u></p> <p>Job evaluation review – NJ to ask PG about progress.</p> <p>'Best value' review of policy team functions – NJ discussed with PG, who is considering whether this would be effective. NJ and PG to have further discussion, which NJ will feed back to the policy team.</p>	<p>GM</p> <p>NJ</p> <p>NJ</p> <p>NJ</p>
<p>2. Strategic Planning update and feedback</p> <p>Following the discussion at the last meeting, NJ reported that there will be a 4 year strategic plan (general in nature) supported by measures of progress which will be made up of 4 aims, 9 objectives and 33 actions. There will be an annual operational plan which ties in with the budget submission; individual workplans will flow from this.</p> <p>Under the duty to consult with external stakeholders about the 4 year plan a final draft will be sent asking:</p> <ul style="list-style-type: none"> - Have we got it right? - Are there any gaps? - What specific issues should we focus on? <p>The definition of consultation is open to interpretation, but activities will need to be specified.</p> <p>There will be no requirement to list policy priorities in the 4 year plan—this will come in the annual operational plans. The question of where and how strategic direction fits into operational plans was raised. Does the result of the consultation vote fit into the strategic plan, or the operational plan?</p>	
<p>3. Team Updates</p> <p>SH – Briefing papers have gone out for the 'Not Seen, Not Heard, Not Guilty Review of Recommendations. SH is working with SS on child trafficking and finalising the Early Years report – editing the summary report.</p> <p>SS – Finalising terms of reference for SCRIM (Scottish Children's Rights Implementation and Monitoring) group with Joanna Mackenzie. The consultation on child protection is ready for sign-off, but an extension will need to be requested for TB to look at and approve. SS is also working on the CEOP consultation. The final draft chapter on trafficking for 'Safeguarding children from abroad: refugee, trafficked and migrant children in the UK' is due next week. SS has drafted a letter for TB to the Scottish Government about dismantling the children's rights team. SS to look at developments at European level for Children are Unbeatable.</p> <p>GM – Has been assisting Fay with work getting the annual report out. The SCCYP website has been infected with a virus and has had to be taken down. There is no</p>	

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<p>timescale yet for when the main website will be in operation again, but GM is sending regular updates. As an interim measure a limited adults section has been added to the young persons' website, where people are now directed. The timeline for the planned draft tender for the new website may need to be moved up as the current main website may not be salvageable. An internal and an external survey will be carried out. GM is also currently working on three FOI Requests and will be meeting with MM to look at work on updating and disseminating CRIA (Children's Rights Impact Assessment).</p> <p>LM – Meeting with cyp (children and young people), parents and head of school council about school transport has taken place with a letter to the local authority suggesting the use of CRIA and guidance from 'Participants not Pawns' to inform their consultation process in future decision-making. There are also open enquiries on consultation with children in court proceedings, children's personal details in judgements on court websites (the ICO (Information Commissioner's Office) would like to be involved in any follow-up), cyp at special schools disadvantaged by not receiving the same hours of teaching time as cyp in mainstream schools, and an enquiry about children's right to social and cultural contact where access to the web is limited in residential schools—SIRCC is keen that we should follow this up. LM is developing the first quarterly enquiries report and discussed the possibility of reinstating the policy area section in enquiries categorisation on CHAS (Commissioner's Electronic Enquiries System) . LM will be attending the Scottish Government Advocacy Standards working group meetings.</p> <p>NJ – Working on the Children's Hearings Bill – Stage 2. Attended the BINOCC (British and Irish Network of Ombudsmen and Children's Commissioners) conference on youth justice policy areas across the jurisdictions. The Commissioners have decided to work on an overarching message calling for a shift from the criminal justice to a social justice approach to youth offending. It is unclear what this will mean in Scotland and any joint statements will now be made early in the New Year rather than for the November UNCRC anniversary. Note: This has since been changed back to the 21st anniversary on 20th November. NJ also working on the restraint working group annex to National Care Standards providing a section on children's rights, but also making suggestions for ways children's rights can permeate the entire document.</p>	
<p>4. Consultations & external requests</p> <p>GMC Child Protection – GM</p> <p>Eurochild End Child Poverty Campaign - GM to speak to Ezmie</p> <p>Mentoring and Befriending – information available for interest</p> <p>CLD workshop – early years – GM provided information on early years to Sarah-Louise who is delivering a presentation.</p> <p>Party Conferences –</p> <p>Lib Dems – 9 October – SS to attend</p> <p>Speak to NJ if interested in attending any of the other conferences</p>	<p>GM</p> <p>GM</p> <p>All</p> <p>SS</p> <p>All</p>
<p>5. AOCB</p>	

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<p>SH – request from TB to look at possible research project around the breakdown in services for disabled young people moving into adulthood. LM identified 8 relevant cases from enquiries. Uncertainty as to where we could add value to work already being done. GM suggested looking at possible research on the views and opinions of younger children (3 – 10 years old) on physical punishment.</p> <p>It was decided this should be part of a broader discussion about research proposals. NJ and SH to meet to discuss.</p>	<p>NJ/SH</p>
<p>6. Date of next meeting – 27 October 10am</p>	