



RECORD OF MEETING

TASK GROUP NAME:	Early Years and Young People Sub-group
CHAIRPERSON:	Susan MacLaren
DATE OF MEETING:	03 April 2014
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Fabio Villani, Chief Officer, Third Sector Interface Moray Cameron Matthew, Unit Operational Manager, Combined Child Health NHS Grampian Alan Johnstone, Senior Social Worker, Moray Youth Justice, TMC Karen Delaney, Early Engagement Team Manager, TMC Willie Findlay, Chief Inspector, Police Scotland Sheena Duffus, Quality Improvement Officer, Education, TMC
ATTENDING:	Susan MacLaren, Head of Integrated Children's Service, TMC Paul Johnson, Moray ADP Team Co-ordinator, TMC Tracey Gervaise, Public Health Lead, MCHSCP, NHS Kathleen Hather, Social Worker, Moray Youth Justice Team, TMC Iain MacDonald, Children's Wellbeing Manager, TMC Susan Stronach, Local Integration Support Officer, TMC Kirstie Wallace, Senior Social Worker, Early Years Engagement Team, TMC Emma Johnston, Service Manager, Quarriers Carers Support Service
IN ATTENDANCE:	Amanda Ware, Research and Information Officer, ADP Support Team
MINUTES:	Donna Philip, Administrator, ADP Support Team

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome & Apologies	The group were welcomed to the meeting and apologies noted as above.	
2. Minutes from Previous Meeting	The minutes were read as accurate and approved by Kathleen Hather's who attended the previous meeting.	
3. Matters Arising	Education/Schools Training – A Lead for this will need to be revisited after the	

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	<p>departure of Steven McCluskey. The ADP Team Co-ordinator will contact Susan Thom (Public Health) to discuss further.</p> <p>Meet the Hendersons – Information for Meet the Hendersons has been distributed to schools. Highland are currently interested in this campaign and the ADP Co-ordinator will be talking at an event Highland are holding regarding the campaign.</p> <p>SFAD – Fiona Raeburn (Specialist Pharmacist, Substance Misuse) is meeting with Grampian Families Support Group to help deliver a Moray Support Group. Any feedback will be reported to the group. The SFAD conference was recently held in Aberdeen which was well attended.</p>	
4. Action Plan – Progress and Update	<p>The performance measurements in the EYYP action plan has been lifted from the ADP’s Delivery Plan. The Delivery Plan is reported back into the Management and Performance Sub-group and then the Partnership meeting. The Research and Information Officer added that she will update the Action Plan were needed and bring back to the table. There is the opportunity to add local outcomes to the ADP Delivery Plan, however national outcomes will need to remain the same unless noted otherwise from the Scottish Government. It was agreed that a service delivery plan was constructed to show who’s doing what, where and when.</p> <p>Action</p> <ul style="list-style-type: none"> • The ADP Team Co-ordinator, Public Health Lead and ADP Research and Information Officer are to meet to discuss the ADP Delivery Plan further. 	
5. Training & Learning	<p>The Children's Wellbeing Manager and Local Integration Support Officer were involved in the GOPR briefing sessions earlier this year. There is the demand for more of these sessions however; capacity to deliver these sessions is an issue. It was agreed that a mandatory approach needs to be taken by group managers.</p> <p>Action</p> <ul style="list-style-type: none"> • The Advanced Practitioner for the Early Engagement Team will construct a briefing which will go to the Team Talks. • The Public Health Lead will discuss this further with the Leadership group within MCHSCP. • The 3rd Sector Representative will also bring this to the 3rd Sector Forum to discuss with all 3rd sector agencies. 	
6. Children and Young People and Drugs/Alcohol	<p>The SBAR paper was circulated to the group. With the integration of Health and Social Care there is the risk that children are placed at harm as the vision is solely on adult and older people. This is large area to cover but the group will need to identify risky areas within children services. It was agreed that the following would be looked at.</p> <p>Map out current pathways – This will be taken forward by the Advanced Practitioner, Local Integration Support Officer, Criminal Youth Justice Social Worker and NHS representatives.</p> <p>The PowerPoint in regards to the Children and Young Peoples Act will be distributed to the group. It was advised to open this in notes view to get a better understanding of each slide.</p>	SD

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7. Public Service Partnership	<p>A facilitator post has been funded through PSP. They will work through the Early Years Engagement Team with clear links to the Early Years Collaborative.</p> <p>The group will need to look at how to make the best of the posts funded by the ADP. The ADP Team Co-ordinator met with Karen Delany (Engagement Team) to discuss the posts funded by the ADP. The ADP Team Co-ordinator will be discussing his notes with Karen to ensure the posts fits in with drug and alcohol prior to them being tabled at the meeting.</p> <p>The Early Years Project Pilot will be looked at to see the findings and any learning's from the previous post. This can used in conjunction with the previous job description to advertise the post.</p> <p>Actions</p> <ul style="list-style-type: none"> • Early Years Pilot Project report to be circulated to the group to look at any learning's from this. • Send the Job Description for the Social Work Post to the Chair. 	
8. Planning for Recovery	As discussed in previous items the group will need to look at pathways and also the recovery agenda. This needs to be looked and more information brought back to the table.	
9. AOCB	<p>Operation Avons – The Research and Information Officer will contact Anna Jermyn to discuss the statistics further.</p> <p>The Information Sharing Practitioner guidance is currently in draft format and will be circulated to specific groups over the summer. The document won't change much.</p> <p>An update from the Early Years Collaborative will be tabled at the next meeting.</p>	
10. Next Meeting	The next meeting will be held on 19 August at 9.30am in meeting room 5, The Annexe. Please could you let me know of your attendance/apologies in advance? A reminder email will be sent out nearer the time.	