

**Minutes of Changing Lives Practice Governance Group
Held on 20 January 2009**

Present: Andrew Lowe (Chair)
Liz Bohan
Alexis Jay
Ruth Stark
Steve Renwick } for Item 3
Eric Purves }

Scottish Government

Andy Bruce
Gwen Smith
Moira Hughes (Secretariat)

Apologies

Apologies were received from Michelle Miller, Peter Gabbitas, Bryan Williams, Sandra Nuttley and Geraldine Doherty

Pre-discussion of Draft Practice Governance Framework

1. The Group briefly discussed the draft Practice Governance Framework submitted by Forensic Accounting Services.

Practice Governance Framework for Social Work Services

2. Steve Renwick and Eric Purves from Forensic Accounting Services joined the meeting and gave an update on the draft framework. Steve reported on their field visits to Ayr and City of Edinburgh and discussed how the framework would be refined further following these visits and also from earlier discussions with Andy Bruce and Gwen Smith. Steve said that it would be helpful to have a steer from the Group on whether the chapter titles outlined on page 8 were correct and whether there were any omissions or any that seemed particularly clumsy. There followed a brief discussion about the format for the document and the suggestion of using an electronic medium to deliver the document. The following were some of the key points raised in the discussion that followed:

- Concern about the use of the FAQ approach shown in Appendix 1 – this method often misses critical items and is not sufficiently broad based.
- Empowerment of people who use services is missing in the analytical diagram.
- The chapter headings should be recast to include accountability, communication, decision-making and autonomy (use of professional skills and knowledge).
- It would also be important to refer to governance arrangements in joint or integrated teams and emotional, as well as physical, safety.

- No need for detailed descriptions on policies and financial systems - standard lists already exist where these issues are covered.
- It would be useful to make a stronger link between the framework document and both the CSWO and Contribution of the Social Work Profession to Delivering Better Outcomes for Scotland.

3. Forensic Accounting would find it useful to receive comments and suggestions on the framework by e-mail.

Action: Andy to liaise with Forensic Accounting and arrange a follow-up meeting for himself, Andrew Lowe and Gwen Smith.

4. Andrew thanked Steve and Eric for the tremendous amount of work and energy they have put into the project. Today's discussion had been helpful and had identified that there was still some way to go.

Minutes of Meeting

5. The minutes of the last meeting held on 4 November 2008 were approved.

Guidance on the Role of the Chief Social Work Officer

6. Andy introduced this item. He reported that positive comments had been received following consultation. The draft has been amended to reflect a number of the consultation responses. The key points that emerged from the discussion that followed were:

- Whilst references to SOAs and the National Performance Framework might date the paper, it was necessary to include this in the introduction to reflect the current strategic and political context. However, the paper could be formatted so that the Introduction stood alone with later references being made to more generic national and local outcomes.

Action: Andy to look at addressing these issues in the final paper.

- Discussion of paragraph 10 and where the CSWO should be positioned within local authority structures. A number of consultation responses stressed the need to ensure the CSWO was positioned at an appropriate level of seniority. In order to ensure this point was reflected without becoming unduly prescriptive. It was suggested that the word *appropriate* should be removed from the sentence.

Action: LA position in relation to the position of the CSWO and the monitoring officer to be checked.

Action: Andy to make the minor amendments identified today to the paper and re-circulate to the Group.

Action: Agreed that Andrew and Alexis would propose a form of words to express a duty to ensure that significant incident reviews are undertaken.. It came from discussion of the fallout from Baby P.

7. Ben Coburn, Communications Officer, joined the Group to discuss the options available for publication of the Practice Governance documents. Ben was asked to note that the Chief Social Work Officer paper needs to be presented in an authoritative and formal document. It was agreed that, once finalised, the Chief Social Work Officer paper would be issued under a covering letter from the Minister for Children and Early Years to key stakeholders. Once the Practice Governance Framework and Social Work Contribution papers had been completed, they would be published together, along with the CSWO guidance in a bound booklet – probably in the late summer..

Action: Ben to liaise with R R Donnelly and produce some mock ups showing colours swatches.

Contribution of Social Work to Delivering Better Outcomes for Scotland

8. Andy introduced this item advising that it had been re-drafted following comments from the Group. The paper would now go out for informal consultation with ADSW, CoSLA, SOLACE and internal colleagues within Scottish Government.

Action: Moira to look back earlier minutes to check why the Registration of SSSC did not appear on the list at paragraph 22.

Andy to take account of minor amendments raised today.

Date of Next Meeting

9. The next meeting will be held on 24 March from 10.00 until 1.00 in Victoria Quay, Edinburgh.