**Note of meeting of the Children and Families Third Sector Forum**

**Tuesday 11th February**

**Present:**  Helen Davis Chair (YAP), Monica Mochar (WellBeing Scotland), Tracy Kerr(VSGWL), Wilma Murray(Carers of West Lothian), Raymond Branton(FCDWL), Collette Moran(School Bank WL), Fiona Brown(WLDAS), Hazel Tyson(Circle), Jocelyn Crawford(Safe Families), Elaine Kinloch (LYPP), Denise Arbiter(West Lothian Council), Lesley Mount(Signpost), Garry Walker(The Larder), Tracy Murdoch(Kidzeco), John Murphy(Community Action Blackburn)

**Apologies:** Joanna Van Den Berg (Firefly Arts), Daisy Drop in. Received with thanks.

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| ITEM | KEY POINTS | ACTION |
| 1 | Welcome and Apologies  Helen welcomed everyone and invited new attendee Garry Walker from the Larder to introduce himself. |  |
| 2 | Action Notes/ Matters arising  Minutes from the previous meeting on 11.1.22 were agreed and adopted.  Denise advised that she has asked education about accessing lateral flow tests but has not yet had a reply. She will ask again.  **Action:**   * Denise to ask again about lateral flow tests. | Denise |
| 3 | Brief Feedback from other meeting - Children & Families Strategic Planning group meeting, ADP Children and YP sub group meeting (Whole Family Approach PSP), Community Safety group (TAC), West Lothian Wellbeing etc.  **Strategic planning group meeting**  The last meeting included several useful presentations including one from CAMS and one on reducing substance misuse.  The GIRFEC consultation is now closed,  The requirement to accept unaccompanied asylum seeker children as mandatory is to be accepted. This has been changed from voluntary.  Child death reviews are being carried out and information is being collected about deaths of anyone under 18 or under 26 if the young person is in care.  Jim Cameron will be retiring at the end of March and there will now be two heads of service, one for Primary and one for Secondary with all other responsibilities being split between the two posts.  Tim ward will also be leaving at the end of March.  **ADP Children and YP sub group meeting (Whole Family Approach PSP)**  The group is expanding because of the development of the PSP There are some funds available and they are looking at how this will move forward.  Circle will be the lead for the PSP and a draft memorandum of understanding has been produced.  The next meeting is scheduled for tomorrow (9 February). Helen will circulate any relevant information.  **Community Safety group (TAC)**  Operational meetings are still weekly, chaired by Yvonne Beresford (WLC) and 6 weekly full Partnership meetings, chaired by Alison Smith. Reports of antisocial behaviour has reduced however there are still some issues of fire-raising, particularly relating to wheelie bins.  Sadly, one young person lost their life last month which will impact on already high levels of trauma based referrals to services.  Today is Internet Safety day. Helen has circulated some information, and all should send out as appropriate.  **West Lothian Wellbeing**  West Lothian Wellbeing has now officially launched. This is managed through WLSEN. Any information can be accessed through Linda White at WLSEN or through the website. |  |
| 4 | Unpaid Carers – Denise  **Survey**  Between now and 20th March, WLHSCP are promoting a survey aimed at unpaid carers. The aim is to build up a profile of unpaid carers in West Lothian, including those who do not identify as an unpaid carer as there are currently no statistics surrounding this. Additionally, they hope that the survey will raise awareness that help is available. Denise asked all to promote and circulate the survey and complete themselves if relevant.  Helen has already circulated the poster with the link to the survey.  **Action:**   * All to circulate and promote the unpaid carers survey   **Funding**  Funding has been approved for ‘additional respite grants/short break funding’ targeted at unpaid carers. When launched this will be available to West Lothian organisations, small charities, social enterprises etc to apply for.  Approval has been sought for this to be done through the TSI, Denise will keep everyone informed as this moves forward.  Questions asked   * Is there a limit to how much can be applied for? The limit is likely to be £5000 but this is likely to be the higher end and anticipate that most applications will be lower Awards will be dependent on circumstances. * What is the name of the fund? Currently referred to as the additional respite grants/short break fund.   **Children Services Plan**  Any further feedback for the 2021 annual report needs to be in by the end of today (8.2.22). A draft will be circulated to everyone who has been involved.  The next annual report will be in May.  Helen thanked everyone who has contributed. | All |
| 5 | Presentation – Schoolbank – West Lothian (Collette Moran)  Collette Moran gave a presentation on the School Bank West Lothian. A copy of the slideshow will be sent with the minutes.  After the presentation, Collette asked that any organisations who could be a referrer to the School Bank get in touch with her.  The School Bank WL is on Facebook, Twitter and Instagram and Collette encouraged all to follow them.  Questions asked   * Raymond asked for clarity on what the rag bags were. Collette explained that these can be filled with any unusable rags and placed in the bins outside the School Bank offices and they will give them to an organisation who recycle or shred the rags. School Bank receive a payment for anything donated.   Raymond asked for confirmation that this would be suitable for rebranded uniforms. Collette will confirm if the items reused are not recycled in the UK and let Raymond know.  **Action:**   * Collette to confirm to Raymond if reused rags are reused outside the UK. | Tracy  Collette |
| 6 | Mental Health and Wellbeing Framework – Update  One meeting has been held and the updated draft will be circulated once it is available.  The working group will meet again on 2nd March and further information will be sent out afterwards.  Helen thanked everyone for their contributions so far. |  |
| 7 | Mental Health Funding – WL Update – Tracy  Tracy confirmed that   * The fund was hugely oversubscribed. All applicants have now been contacted by email and advised of the outcome of applications for round 1. Formal funding offer letters are to follow. * There will be a smaller round 2 to be launched in the next few weeks. This will be for new applicants only and will be open for 2 weeks. The total available for round 2 is £57,000. * VSGWL are still waiting to hear if this will be a recurring fund. If it is recurring, there is the possibility of VSGWL running some workshops to help with applications. |  |
| 8 | Governance - Terms of Reference / Review & Election of Chair  **Nomination for Chair**  Helen has sent out the role and duties for Chair. No other nominations for this role were received by the 4 February deadline. Helen confirmed she was happy to continue for one more year but thereafter someone else would need to take over.  She has no conflict of interest sitting on any of the other forums, except the drug and alcohol one which VSGWL will now cover.  Everyone confirmed that they are happy for Helen to continue.  **Terms of reference** (TOR)  Raymond has updated and circulated the TOR. Points discussed.   * TOR states that the chair will be appointed for 2 years. Helen advised that she only wants to run for 1 year at this time. * Frequency of the meetings are currently monthly but may revert to original timings if needed.   Everyone accepted the amended TOR and Helen will email everyone to confirm they have been adopted.  **Action:**   * Helen to send an email confirming the amended TOR have been approved. | Helen |
| 9 | Draft Commissioning Plan – (Draft plan re –circulation) Standing agenda item  It was noted that Tim Wood was moving on from his role and it is hoped that his replacement will have the same understanding of the third sector involvement.  Currently there are no further meetings set for this. |  |
| 10 | Group member updates **TSSG – Raymond**  No update at present. The minutes will be out soon and will be circulated.  Raymond mentioned a report raised at the PDSP meeting last week highlighting an ACOSVO article about chief officer burnout in third sector. This was raised to highlight that this is relevant in West Lothian and is a real issue at the minute with staff moving on from posts. This is going to be added as a TSSG agenda item at the next meeting offering a chief officer forum for people to air their grievances and get peer support.  Lesley will send the document to Helen to circulate.  **Action:**   * Lesley to forward document to Helen * Helen to circulate document   **VSGWL – Tracy**  Stuart Barrie has now started as Operations Manager with VSGWL.  Looking to reopen the office gradually sometime soon.  Helen advised that Tracy will be forwarding papers to review the *Theory of Change for Making Children’s Rights Real in Scotland: Interim Paper* along with a feedback form for any comment. She will share this if it is of any interest to the group. | Lesley  Helen |
| 11 | AOB & Next meetings  **Future meetings**  Helen asked if we would want to continue to meet on zoom or if the group would prefer to meet in person.  Generally, everyone felt that it would be better to meet in person.  Helen will host the next meeting on 8th March in the Riverside Community Wing in Riverside Primary School, Craigshill. Helen suggested parking in the carpark at Craigsfarm unless there is an event being held in Craigsfarm in which case Helen will let everyone know in advance.  There was discussion around the timing of the meetings from April , but no decision was reached. It was decided to postpone the discussion until the next meeting and perhaps meet in line with TSSG meetings.  **Action:**   * Helen to check if there is an event at Craigsfarm on 8th March.   **Next Meeting**   * Tuesday 8th March 1.30 – 3pm at Riverside Community Wing. Service update from Elaine from LYPP. * April’s meeting TBA. Service update from Garry from The Larder. | Helen |