Note of meeting of the Children and Families Third Sector Forum

Tuesday 24 January 2023

**1.00 -2.30 hybrid** on Teams and at Gateway

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| Chair: | Helen Davis (WLYAP) | Note taker: | Tracy Kerr (VSGWL) |

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| Attendees: | Caroline Millar (Children 1st), Corrie Boyd (Youth Homeless Prevention-Strategic Development Education Services), David Gibson (Smile Counselling), Denise Arbeiter (West Lothian Council), Emma Jackson (Wellbeing Scotland), Gail McNair (Homestart), Garry Walker (The Larder), Hazel Tyson (Circle), Helen Rashad (Firefly Arts), Jannette Mitchell (Action for Children), Lesley Mount (Signpost), Raymond Branton (Playworks), Moreen Watson (Rock Trust), Traci Mackie (Blackburn Family Centre), Tracy Murdoch (Kidzeco) |
| Apologies: | Collette Moran (School Bank West Lothian), Fiona Brown (WLDAS), Jocelyn Crawford (Safe Families ), Wilma Murray (Carers of West Lothian) |

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| **Agenda Item** | **Decision/Action** | **Action By** |
| 1. **Welcome and Apologies**   Helen welcomed everyone to the meeting and noted apologies. |  |  |
| 1. **Action note from previous meeting/ Matters arising**   The December meeting was a special meeting to discuss the suggested outcomes to be considered for the strategic Children Services Plan. This work is ongoing as a subgroup and Helen advised that all are welcome to be involved.  November minutes agreed. | Outcome suggestions to be circulated around the members of the forum | Helen |
| 1. **Brief Feedback from other meetings**   **Children & Families Strategic Planning group meeting**  No further meetings have been held. The draft action plan will be presented at the next meeting in February.  **ADP/ Whole Family Approach PSP**  Now called the ADP collaborative. The last meeting covered a discussion on the new wraparound service, budget discussion and introduction to the new link for ADP.  **Community Safety Group**  The fire service is evaluating their links to the third sector in West Lothian. Helen can pass on the details of any other organisations that have links to the fire service.  **C&F Performance Framework working group**  The group have met to agree the governance and future meetings have been planned. | . |  |
| 1. **Feedback from – Linda Roddie (Axiom Consultancy) sessions**   Six organisations attended a joint meeting with Linda last Friday and brought families and children to provide feedback to Linda.  Linda has not yet completed her report so there is still the opportunity for others to consult with her. Helen will pass on Linda’s contact details or can relay any further comments to Linda.  All agreed this was a good opportunity for the sector. | Provide Linda’s email address to forum members. | Helen |
| 1. **Agency Presentations –** No presentations were scheduled for this meeting. Suggestions for future presentations were:-   Isobel Denholm  Improving the cancer journey  Beat eating disorders  Barrie Sheridan - ADP |  |  |
| 1. **Trauma Informed Practice – standing item** There is now a Trauma Board. Raymond updated that Pauline Cochrane is the trauma champion and Isobel Denholm is the trauma lead within WLC. The board are currently doing a mapping exercise to establish what is happening within local authority.   Alan McLoskey is currently the third sector representative for this. |  |  |
| **WLC Children’s Services Plan/ Performance Framework** Denise updated that the plan is still in draft form and will be available to the C&F Strategic planning working group before the next meeting. There is not much change and a template is being created to gather information on what is currently working well and what could be improved.   The aim is for each priority area of the plan to outline 4 high level outcomes. More detailed action plans will be worked on by the priority leads. Outcomes may be performance indicators or in some instances narrative/progress based.   The December children and families forum was a special meeting to decide suggested outcomes to be considered from the third sector to be included in the plan. Helen circulated and read out the agreed outcome suggestions. There were no initial comments however Helen will send out the document for further comment.    The document has been sent to Denise who has forwarded onto the priority leads. It was agreed that the best way to progress would be for there to be third sector representation on each of the priority groups. Helen and Denise will establish who is representing the third sector and report back any gaps.    There was discussion around the third sector report which Helen advised she would forward onto Denise. | Circulate suggested outcome document  Update outcome suggestion document with 1. Update wording under Offending section to specify children under 16  2. Add a section for preventing homelessness to the outcomes. To be discussed in collaboration with others.  Forward third sector report to Denise | Helen  Helen  Helen |
| 1. Mental Health Oversight Group - Update   Helen will report back after the oversight group have met. Meetings of the four workstreams are ongoing.  **Staff Training and Support**  Garry Walker reported on the meeting for the staff training and support workstream.  WLC are running a suicide prevention workshop which may be rolled out externally.  More work is being done on a Trauma Informed Practice pack which will also be available externally.  The next meeting of this workstream group will be on 2 February. |  |  |
| 1. **TSSG – Update**  * The guest speaker at the most recent TSSG meeting was Gillian and Katy from West Lothian Council, Housing Strategy and Development, who discussed issues and priorities for the new Local Housing Strategy. * All third sector representative seats on PDSP’s have now been filled. Papers for the meetings are available on COINS prior to the meetings and should be circulated by the representatives to pass on relevant information and collect feedback from the sector.   **VSGWL - Update**   * + Phase 2 of the £469k Communities Mental Health and Wellbeing Fund will open on 1 Feb with a deadline for applications of 23rd Feb.   + Unpaid Carers Fund - £30K of the initial £70K fund is remaining for a phase 2 of funding. This will be open 3-20 February. * West Lothian Council are putting on Cost of Living Crisis Support Awareness Sessions online on Monday 23rd Jan and Wednesday 1st February and face to face at VSGWL on Thursday 26th January. * The Scottish Fire and Rescue Service (SFRS) are running a local awareness session on the fire safety challenges that the Cost of Living Crisis has created in West Lothian. * VSGWL are holding a “Meet the Funder” with Marie Nicol from the National Lottery Community Fund. There are no remaining spaces to attend in person but there is still space to attend virtually. * VSGWL have recruited a Community Volunteer Support Development Officer for a new role starting on 13 February. A position has also been offered to fill a Volunteer/Governance Role. A proposed role of Sector Support Assistant for admin support is planned to be advertised soon. |  |  |
| 1. **Member Updates**   Circle are advertising for a post natal worker post and a fathers worker post. Hazel will send details around and asked if all could share. |  |  |
| 1. **AOCB/DONM**   It was agreed that meetings will remain monthly until April and this will be reviewed in March. The next three dates will be 21 February, 21 March, 25 April 1-2.30pm.  Isobel Denholm to be invited to the February meeting. | Schedule and book meetings.  Contact Isobel Denholm to attend February meeting | Tracy  Helen |