

**Fife Violence Against Women Partnership
Executive Committee
2:00pm, Monday 8th June 2020
Virtual Teams meeting due to Covid 19 restrictions**



PRESENT: Danielle Archibald, Adult Protection Committee Lead Officer
Heather Bett, Clinical Services Manager, NHS Fife - Chair
Elizabeth Butters, Co-ordinator, Fife ADP
Deborah Davidson, Education Manager, Education Service
Vicki Greig, HR Lead Officer, Human Resources
Cllr Judy Hamilton, Elected Member, Fife Council
Annette Keogh, Area Personal Support Officer (North) Army Welfare Service
Kate McCormack, Manager, Fife Women's Aid
Nina Munday, Manager, Fife Centre for Equalities
Sheila Noble, Co-ordinator, Fife Violence Against Women Partnership
Joy Patrick, Manager, Kingdom Abuse Survivors Project
Paul Short, Service Manager - Housing, Health & Social Care & Older Persons
Patricia Spacey, Team Manager, Safer Communities
Jan Swan, Manager, Fife Rape and Sexual Assault Centre
Penny Turnbull, Assistant Director Student Services, St Andrews University
Cllr Sharon Green Wilson, Elected Member, Fife Council

APOLOGIES: Karen Pedder, Service Manager, Children & Families and Criminal Justice Services,
Scott Cunningham, Detective Chief Inspector, Police Scotland,
Kathy Henwood, Head of Service, Children & Families and Criminal Justice
Steve Hopton, Service Manager, Criminal Justice Service
David Paterson, Area Services Manager, Housing and Communities
Zahida Ramzan, Equalities Co-ordinator, Community & Corporate Development
Dianne Williamson, Equality and Human Rights Officer, NHS Fife

Also in Attendance n/a

Minute prepared by Sharon Bowman, Business Support, Education & Children's Services

Item		Main Points of Discussion	Decision	Responsible	Timescale
3.	Minutes of previous meeting	Heather Bett, Chair welcomed everybody to the meeting, including Cllr Sharon Green Wilson who is new to the group	Minutes of previous meeting held on 4 th March 2020 were agreed.		
4.	Matters arising/Task Register	<p>Task Register updates from 4 March</p> <p>Task 233 Forensic Medical Services (Victims of Sexual Offences) (Scotland) Bill</p> <p>Task 235 – Primary Prevention Strategy – service level agreements for third sector organisations</p> <p>Task 236 – FVAWP shared understanding</p> <p>Task 237 – Delivering Equally Safe Fund 2020-2023 Scottish Government</p> <p>Task 238 – ADP/FVAWP</p>	<p>Further discussion to take place between regarding returns by Sheila Noble and Heather Bett. Bill due in Parliament in June.</p> <p>Remain on hold as not a priority due to COVID 19</p> <p>Sheila and Heather to finalise links to health. Paper agreed</p> <p>Currently on hold. Multi agency meetings regarding funding stream to take place in the autumn.</p> <p>Remain on hold as not a priority due to COVID 19</p>		
5	FVAWP Strategy / Shared Understanding	FVAWP Strategy and shared understanding	Approved and agree to endorse and move forward.		
6.	Covid 19 Update Report	<ul style="list-style-type: none"> ▪ Stats ▪ Communications (Internal and External) ▪ Service Provision ▪ Partnership Working ▪ Any issues ▪ Updates to report <p>Round table discussion as follows:-</p> <p>Nina FCE– reporting abuse and issue due to no privacy or technology. Pharmacies have offered space and would be useful to get the stats to see how many are using this option to get help.</p>	<p>Updated report can be shared with partners. Individual updates have been minuted.</p> <p>Heather to see if there are ways to get stats about how this resource is used.</p>		

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	<p>Jan FRASAC – the esplanade in Kirkcaldy is accessible for partners to arrange face 2 face meetings including the police to take statements. A dip in referrals was noted initially however now creeping up. Social isolation has been good for some but some are struggling. Active service users are receiving support and from 1 July services will try to return to normal. Staff have been making food deliveries and the needs of service users are being met. Jan thanked Fife Council and partners.</p> <p>Tricia Safer Communities – asked if the paper is available to share. She stated Councillor Kennedy had asked for safer community updates and specially enquired about FVAWP.</p> <p>Kate – Fife Women’s Aid is increasing contacts. There is online groupwork and essential face to face work has taken place. Gradual process however partnership working has been fantastic and Kate gave her thanks.</p> <p>Paul, Housing – Working hard to address issues and housing are still being allocated to those who suffer domestic abuse. All services running and good contacts taking place. Any issues are being picked up quickly Looking to increase services and parentship working has been excellent.</p> <p>Deborah, Education – Schools are engaging all families and supporting vulnerable families working closely with social work. CP children are attending the child activity centres and there is a clear expectation on staff. Over 400 children are accessing the hubs and there is an awareness of the vulnerable children not accessing the hub.</p>	<p>It was agreed the report is available to be shared</p>		

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	<p>Currently working on a recovery plan and there are concerns about returning to school. Children's Hearings and IRDs are continuing and looking at children at risk at home.</p> <p>Penny, St Andrews University – a number of undergraduates were not able to return home and around 400/500 remain. Student support continues to offer counselling online and some students prefer this and will continue in this way. Concerns regarding privacy and updates are shared on the website. Consent and bystander intervention training is not happening at the moment for 2000 students and Freshe's week will also not be happening.</p> <p>Joy, KASP – All clients have been offered phone contacts or zoom meetings. There are no staff working from the offices and paid workers are picking up the work of volunteers. An influx of referrals has been received and contact is made by phone, teams, zoom, emails and Joy is hopeful that the volunteers will be back in the next 2 weeks, and support offered to clients in the best way possible.</p> <p>Elizabeth ADP are maintaining all scripts. All other services are receiving online or phone support which has had a better response to this than before, pre and post covid. Barriers have dropped. New referrals available to services and the opportunity for disclosure is missed as no face to face contact is made with women or children. All families have been given mobiles. Elizabeth advised ADP was not included within the report and will update and share information.</p> <p>Annette, MOD – similar to all other partners. Using zoom, and linking in. Engagement has been</p>	<p>Will update and share information with FVAWP partners</p>		

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	<p>fantastic and time has been used to develop processes and focus on perpetrators.</p> <p>Heather, NHS – telephone contact or face to face consultations have continued to be offered. Aware there is no opportunity to disclose and service users are asked not to use speaker phone. Training package has been shared with staff. Forensic examination offered but downturn to service. Support will continue. Heather stated anybody with Covid symptoms will go to Forth Valley, instead of Queen Margaret, as better equipped. More services opening over the coming weeks.</p> <p>Sheila advised that Scott Cunningham gave his apologies and updated that police stats were initially quiet, however their numbers are now rising to pre covid levels which is reassuring and shows police are being contacted.</p> <p>MARAC – not as many referrals initially, but now increasing.</p>			
7.	<p>Future Planning</p> <p>Coronavirus (COVID-19) Supplementary National Violence Against Women Guidance Paper detailing Fife actions to mitigate the impact of lockdown was circulated. Fife is addressing all 10 actions highlighted in the guidance.</p> <p>Sheila highlighted that MARAC was more resource intensive, that FVAWP team were supporting the process with Cedar team helping. There is a Strategic Oversight Group for MARAC on Friday, where this will be discussed further.</p> <p>There are concerns about how partners move out of lockdown, acknowledging that there is likely to be a spike a referrals.</p>	<p>Cosla and Scottish Government links shared. Details to reduce risk and actions to be taken.</p> <p>MARAC SOG will need to look at this further</p>	<p>MARAC SOG</p>	

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	<p>Jan – taking with Trevor re increasing support and increase funding when lockdown ends.</p> <p>Kate – looking at exit strategies. 6 additional refuges by Fife Council provided. Fife is one of the few councils allocating houses. Additional funding has been given.</p> <p>Tricia – asked for confirmation if finance or staffing shortages was the issue for MARAC. Sheila – advised less resource at centre of MARAC - additional pressures re management of MARAC. MARAC being covered by Cedar staff at the moment, but by the autumn it is anticipated that they will be returning to supporting children and young people. Prior to Covid, an 18hr post was identified to help the MARAC co-ordinator however recruitment was stopped.</p> <p>Jan – there is funding for 3rd sector to apply for admin support – the big lottery community fund wouldn't be considered but Jan will consider and contact Sheila.</p> <p>Sheila stated Supplementary Guidance talks of medium-term highlighting:</p> <ul style="list-style-type: none"> • Increased demand for support • Funding and capacity constraints <p>Elizabeth suggested more frequent Teams meetings for a shorter period of time.</p> <p>Nina – shared a link for Rosa funding – short term and money will be confined but could help MARAC. Nina stated the limit is £10,000 and worth considering.</p>	<p>Will be discussed at MARAC oversight meeting.</p> <p>It was agreed to look at this with a smaller group. Councillor Judy Hamilton is happy to sit on the group as she is also on the CoSLA group. Sheila will also accept any other volunteers.</p>	<p>Sheila / Judy H/ others</p>	

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8.	Improvement Service data return	Data returns are not required due to Covid-19. However a number of areas are keen to keep continuity and IS will support analysis.	It was agreed FVAWP should co-ordinate a return with partners contributing	ALL	
9.	FVAWP Annual Report (2019/20)	Sheila will use existing information and data returns to IS to draft FVAWP Annual Report	Agreed		
10.	Fife Forensic Suite Verbal Update	Heather advised the suite continues to function. The suite has been open for a year now and an annual report is being prepared. A Bill is with Parliament. More feedback on self-referral to be provided. Jan – Rape Crisis are receiving deliveries from Boot Chemist. Distribution needs to be considered.	Noted		
11.	MARAC strategic oversight group Verbal Update	Apologies by Scott Cunningham given and minutes available	Apologies given and minutes available		
12.	AOCB	Nina advised there is a new Facebook Women's Group – Fife Women's Tent which has 254 members. The group covers all equality groups and has a room for functions and live chat is available. This group has been awarded funding which will enable more activities to be made available and is a very busy group			
13.	FUTURE MEETING DATES	Meetings for 2020 Monday 7th September Monday 7th December			

Executive Committee Distribution List

Danielle Archibald, Adult Protection Committee Lead Officer
Elizabeth Butters, Co-ordinator, Fife ADP
Scott Cunningham, Detective Chief Inspector, Police Scotland
Deborah Davidson, Education Manager, Education Service
Ann Donnan, Manager, Safe Space
Vicki Greig, HR Lead Officer, Human Resources
Cllr Judy Hamilton, Elected Member, Fife Council
Kathy Henwood, Head of Service, Children & Families and Criminal Justice
Steve Hopton, Service Manager, Criminal Justice Service
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CC to deposes

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Mairi McAllister, Support and Development Worker, Fife Rape & Sexual Assault Centre

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CC for information

Viv Boyle, Lead Officer, Fife Child Protection Committee
Claire Berry, PA to Heather Bett, NHS Fife
Mary MacIntyre, Support Assistant, Fife Violence Against Women Partnership (minutes)
Gill Musk, Policy Officer, Health Inequalities Programme
Alan Small, Independent Chair, CPC, APC, MAPPA SOG

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