

**Fife Violence Against Women Partnership  
Executive Committee  
2:00pm, Monday 7<sup>th</sup> December 2020. Microsoft Teams**



**PRESENT:** Danielle Archibald, Adult Protection Committee Lead Officer  
Heather Bett, Clinical Services Manager, NHS Fife  
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  
Steve Hopton, Service Manager, Criminal Justice Service  
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  
David Paterson, Area Services Manager, Housing and Communities  
Joy Patrick, Manager, Kingdom Abuse Survivors Project  
Karen Pedder, Service Manager, Education and Children's Services  
Zahida Ramzan, Equalities Co-ordinator, Community & Corporate Development  
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  
Dianne Williamson, Equality and Human Rights Officer, NHS Fife

**APOLOGIES:** Lynn Campbell, Lead Nurse, NHS Fife  
Scott Davidson, Detective Chief Inspector, Police Scotland  
Karen Pedder, Service Manager, Education and Children's Services

Also in Attendance William Penrice, Research Team Manager, Communities and Neighbourhoods  
Samantha Pairman, Policy Officer, Community Planning  
Andrew Summers, Consultant Clinical Psychologist, NHS Fife

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

|    | Item  | Main Points of Discussion  | Decision  | Responsible  | Timescale |
|----|---|--|---|--|-----------|
| 3. | Minutes of previous meeting   | Minutes of meeting 07 September 2020   | Previous minutes read and agreed.   |  |           |
| 4. | Matters arising/Task Register   | Task Register 07 September 2020<br>Updated register attached   |   |  |           |
| 5  | <p data-bbox="197 379 369 440"><b>Plan for Fife Review</b></p> <p data-bbox="197 480 450 541">William Penrice,<br/>Samantha Pairman</p> | <p data-bbox="483 379 1122 440"><b>(Fife Strategic Assessment, CET Place Report and PowerPoint attached)</b></p> <p data-bbox="483 448 1128 509">Relevant papers and presentation were circulated prior to meeting.</p> <p data-bbox="483 549 1088 609">Deadline April 2021, and the process of review December 2019.</p> <p data-bbox="483 649 1149 748">12 ambitions and 100 actions and an opportunity to look at 2020 strategy alignment, however reviewed due to covid – parallel process and covid recovery.</p> <p data-bbox="483 788 1039 849">18 August – Fife Partnership. 5 key areas discussed and leadership papers provided.</p> <p data-bbox="483 888 1137 987">Sam’s role is to talk to strategic partnerships. Sam is visiting all groups to look at the Plan for Fife and how it’s being delivered.</p> <p data-bbox="483 1027 1088 1088">Feedback – change of actions and inspirations disbanded.</p> <p data-bbox="483 1128 1144 1323">Sheila thanked Sam and William coming along and supporting FVAW guidelines and covid, She welcomed that this will be included in the recovery plans. Highlighted that information needs to be fed into other groups. William is happy to chat further with Sheila about vulnerable people and covid.</p> <p data-bbox="483 1362 1155 1490">Sam is the policy officer for Fife Council and there’s a gap in policies, and what’s missing will pull through. Vulnerability and mental health in work is a priority.</p> | <p data-bbox="1180 379 1771 440">Sheila Noble and William to liaise to highlight VAWP within reports</p> <p data-bbox="1180 480 1749 509">Sam will share gap analysis when complete</p> | <p data-bbox="1827 379 1939 472"><b>Sheila,<br/>William,<br/>Sam</b></p> |           |

| Item | Main Points of Discussion   | Decision   | Responsible | Timescale |
|------|---|--|-------------|-----------|
|      | <p>Paul thinks it was good to have William and Sam at the meeting. Trauma work has been done and groups have come together, but the link is not seen higher up, and groups don't often have the chance to get together, however its not all negative as there has been some good work.</p> <p>Review of partnership working will be done.</p> <p>Nina added directives may come from Scottish Government, and regarding employability this partnership may not be the best and there may be a better partnership.</p> | <p>Review of partnership will be done<br/>Process mapping exercise will be done by William</p>   |             |           |
| 6.   | <p><b>Trauma Informed Practice,</b></p>   | <p><b>Andy Summers, Consultant Clinical Psychologist Head of Fife Adult Mental Health Psychology.</b><br/>Update paper circulated prior to the meeting</p> <p>NES report discussed, key points</p> <ul style="list-style-type: none"> <li>• Everybody's business and exposure more common</li> <li>• High volume of training – E-learning linked by NES for level 2</li> <li>• Developed lift and Do – delivery affected by covid</li> <li>• Several thousands of staff have accessed level 1&amp;2 training</li> <li>• Pilot peer support training – impacted by covid</li> <li>• Trauma conferences in Fife.</li> <li>• Dedicated psychology time link to provide support and training</li> <li>• Better and well service available in most areas of Fife</li> <li>• Pathway complex trauma – mental health</li> </ul> |             |           |

| Item | Main Points of Discussion   | Decision   | Responsible | Timescale |
|------|---|--|-------------|-----------|
|      | <ul style="list-style-type: none"> <li>Trauma steering group chaired by Andy – will pick up next year as on hold due to covid.</li> </ul> <p>How outcomes will be measured. NES debated and are keen to evaluate but struggling due to the scale.</p> <p>Training programmes have been evaluated – staff are more skilled and confident</p> <p>Pathway – idea how to evaluate several projects to answer questions</p> <p>Trauma inform practice. Access to services. Any association to trauma and physical health. Mainly ethnic women don't talk about it and internalise which makes them physically unwell.</p> <p>Any advised the agenda is designed to be everybody – physical health services – agreed psychological trauma affects physical health</p> <p>Local specialist services in Fife report a reduction in panic calling and greater understanding of trauma.</p> <p>The number of people who have undertaken trauma training in the last few months is impressive</p> <p>EqIA reflect mental health, but it is not in the toolkit regarding the level of trauma and should be and more level of detail considered.</p> |  |             |           |
| 7.   | <p><b>FVAWP Action Plan (draft amendments attached along with Coronavirus (COVID-19))</b></p> <p>Help to pull the action plan came from Dianne Williamson and Tricia Spacey. Each of the Priority Leads also reviewed the draft prior to circulation.</p> <p>Priority 1. Deborah Davidson was unable to attend today's meeting</p>  | <p>Sheila to make agreed amendments to the action plan and circulate with minutes. It was noted there are significant additional actions</p> |             |           |

|           | Item   | Main Points of Discussion  | Decision   | Responsible  | Timescale           |
|-----------|--|--|--|--|---------------------|
|           | <b>Supplementary National Violence Against Women Guidance)</b> | <p>Priority 2. Zahida proposed changes which were agreed.</p> <p>Priority 3. Karen Pedder was unable to attend meeting. Paul highlighted themes.</p> <p>Priority 4. Steve highlighted changes in group work</p>  | It was agreed strengthening links with MOD was be taken forward in the new year  |  |                     |
| <b>8.</b> | <b>FVAWP structure</b>   | Sheila advised that current structure does not directly support action plan priorities. Proposed to change so there are 4 working groups chaired by priority leads. This will make progress reports easier.  | <p>Deborah, Zahida, Karen and Steve have agreed to lead and Sheila is open to suggestions on who to invite.</p> <p>Heather confirm no restructure of FVAWP Executive Committee will take place.</p> <p>Final meetings of Prevention and Provision and Early Intervention groups to be arranged.</p> <p>Agreement to progress, Sheila will work with priority leads to agree membership</p> | <b>Deborah<br/>Zahida<br/>Karen<br/>Steve<br/>Sheila</b> | <b>Next meeting</b> |
| <b>9</b>  | <b>FVAWP Covid 19 Update Report (April to Sept)</b>            | <p>The picture regards to referrals to specialist organisations since Covid lockdown is mixed. However there are clear pressures on waiting lists across services who are dealing with crisis interventions, and longer-term / recovery work has been on hold</p> <p>There is a pressure on organisations recovery work, however partners are being creative in offering support, virtually and face to face where required.</p> <p>There has been positive service user feedback, but it has been noted not everybody has coped with the new way of delivery.</p> | Meeting noted the report and agreed it can be shared further.  |  |                     |

| Item |   | Main Points of Discussion  | Decision  | Responsible             | Timescale |
|------|---|--|---|-------------------------|-----------|
| 10   | <b>FVAWP Training Framework</b><br>(attached)   | <p>Draft training framework was circulated.</p> <p>No face to face training is taking place<br/>Level 1 is to be completed via E-learning before progressing onto the next level.</p> <p>Training will consist of webinars, homework and case discussion.</p> <p>There are less training courses offered than before</p> | <p>The approach adopted was supported by the meeting</p> <p>Noted: Housing Domestic Abuse re-fresher training is good to go</p>   |                         |           |
| 11   | <b>Terms of Reference re chairing for group</b> | <p>Draft Terms of reference circulated</p> <p>Agreed to rotate chair every 3 years amongst key statutory agencies:<br/>NHS Fife<br/>Fife Council (social work + housing or education?)<br/>Police</p>  | <p>It was agreed further discussion would take place with partners<br/>Agreed a vice-chair would be beneficial<br/>Draft to be reviewed and responses to be feedback to Sheila.</p> | <b>Sheila/All</b>       |           |
| 12   | <b>Minutes of Meetings</b> (for information)    | <p><b>Provision / Early Intervention working group - 18/11/20</b></p> <p><b>Prevention Working Group – 10/11/20</b></p> <p><b>MARAC SOG – 18/09/20</b></p>   | Available on request  |                         |           |
| 13   | <b>Any other Business</b>                       | Annette wondered how soldiers are managed and if there are links into MAPPA. Is there a system in place civilian police to link with military police as they currently manage.   | <p>Patricia suggested contacting Adam Smith, Partnership Chief Inspector. Patricia to provide contact details<br/>Or Scott Davidson (details in distribution of minute)</p>         | <b>Patricia/Annette</b> |           |
| 14.  | <b>MEETING DATES 2021</b>                       | <p><b>All at 2:00pm,</b><br/><b>Tuesday 16 March</b><br/><b>Tuesday 08 June</b><br/><b>Wednesday 15 September</b><br/><b>Wednesday 08 December</b></p>   |   |                         |           |

### **Executive Committee Distribution List**

Danielle Archibald, Adult Protection Committee Lead Officer  
Heather Bett, Clinical Services Manager, NHS Fife  
Elizabeth Butters, Co-ordinator, Fife ADP  
Lynn Campbell, Lead Nurse, NHS Fife  
Scott Davidson, Detective Chief Inspector, Police Scotland  
Deborah Davidson, Education Manager, Education Service  
Ann Donnan, Manager, Safe Space  
Vicki Greig, HR Lead Officer, Human Resources  
Cllr Sharon Green Wilson, Elected Member, Fife Council  
Cllr Judy Hamilton, Elected Member, Fife Council  
Steve Hopton, Service Manager, Criminal Justice Service  
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  
David Paterson, Area Services Manager, Housing and Communities  
Joy Patrick, Manager, Kingdom Abuse Survivors Project  
Karen Pedder, Service Manager, Education and Children's Services  
Zahida Ramzan, Equalities Co-ordinator, Community & Corporate Development  
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  
Dianne Williamson, Equality and Human Rights Officer, NHS Fife

danielle.archibald@fife.gov.uk  
heather.bett@nhs.net  
elizabeth.butters@fife.gov.uk  
lynne.campbell3@nhs.scot  
scott.davidson@scotland.pnn.police.uk  
deborah.davidson@fife.gov.uk  
ann@safe-space.co.uk  
vicki.greig@fife.gov.uk  
Cllr.Sharon.Green-Wilson@fife.gov.uk  
cllr.judy.hamilton@fife.gov.uk  
steve.hopton@fife.gov.uk  
annette.keogh181@mod.gov.uk  
kate.mccormack@fifewomensaid.org.uk  
nina@centreforequalities.org.uk  
sheila.noble@fife.gov.uk  
david.paterson@fife.gov.uk  
joy@kasp.org.uk  
karen.pedder@fife.gov.uk  
zahida.ramzan@fife.gov.uk  
paul.short@fife.gov.uk  
patricia.spacey@fife.gov.uk  
jan.swan@frasac.org.uk  
pt28@st-andrews.ac.uk  
dianne.williamson@nhs.net

### **CC to deposes**

Lynda Carey, Operational Lead, Fife Women's Aid  
Sharon Dair, Lead Officer - Public Protection (Housing Services)  
Craig Fraser, Police Scotland  
Mairi McAllister, Support and Development Worker, Fife Rape & Sexual Assault Centre

lynda.carey@fifewomensaid.org.uk  
sharon.dair@fife.gov.uk  
craig.fraser@scotland.pnn.police.uk  
mairi.mcallister@frasac.org.uk

### **CC for information**

Sharon MacDonald, 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

sharon.macdonald5@nhs.scot  
mary.macIntyre@fife.gov.uk  
gill.musk@fife.gov.uk  
alan.small@fife.gov.uk