

**Fol/17/02966: Under Fol, could you please release all internal and external correspondence related to the organisation and timing of the meetings listed below.**

The information provided below is the only information The Scottish Government holds in regards to the request.

Correspondence between Colleges of Scotland and Scottish Government:

**From:** [redacted text]  
**Sent:** 18 October 2017 10:05  
**To:** [redacted text]  
**Subject:** RE: meeting request ahead of the evidence at the Parliament - 25th October

Good morning,

Thanks for your email. I'm actually off until Monday but checking emails regularly  
Could I propose meeting un my College Campus on Monday please, preferably in the afternoon? . I'm based in Easterhouse but we have campus buildings Haghill and Springburn so whichever suited,  
Happy also to call in advance also this week if that helps?  
My work mobile is [redacted text]  
Many thanks again  
[redacted text]

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**From:** [redacted text]  
**Sent:** 18/10/2017 09:01  
**To:** [redacted text]  
**Cc:** [Info](#)  
**Subject:** meeting request ahead of the evidence at the Parliament - 25th October

Good morning [redacted text]

Apologies for this short notice enquiry. We were told you may be providing evidence to the Education and Skills Committee in Parliament on Wednesday, 25<sup>th</sup> October in regards to the Information Sharing Bill. The Bill team is very keen to meet with you to discuss the Bill at a convenient time. As you are based in Glasgow, we would be happy to arrange a conference call this week or come to meet you in Glasgow on Monday, 23<sup>rd</sup> October, if it is suitable for you. Grateful if you could let me know as soon as possible. Many thanks

Regards  
[redacted text]



Stakeholder Engagement and Policy Officer  
Children and Young People (Information Sharing) (Scotland) Bill Team  
Scottish Government | Children and Families Directorate |Creating Positive Futures  
Division  
Victoria Quay | Area 1D South | Edinburgh | EH6 6QQ

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Meeting arrangements:

**Subject:** Meeting with Colleges Scotland, [redacted text]  
**Location:** Kelvin College, Easterhouse Campus, 1200 Westerhouse  
Road, Glasgow, G34 9HZ

**Start:** Mon 23/10/2017 14:00  
**End:** Mon 23/10/2017 15:00

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** [redacted text]  
**Required Attendees:** [redacted text]  
**Optional Attendees:** [redacted text]

Hi [redacted text]

Meeting with [redacted text] from Kelvin College has been set up ahead of the  
evidence session on 25<sup>th</sup>.

[redacted text] mob: [redacted text]  
E-mail : [redacted text]

[redacted text]

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**From:** [redacted text]  
**Sent:** 26 October 2017 12:29  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Info Sharing Bill

Hi [redacted text]

Apologies. Just advise [redacted text] and myself have been delayed on our way  
back from Edinburgh. We will be at our office for around 2pm. I have contacted  
[redacted text] to advise her also.  
Apologies again

[redacted text]  
Sent from my Windows Phone

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**From:** [redacted text]  
**Sent:** 24/10/2017 13:01  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Info Sharing Bill

Hi [redacted text]

As discussed on the phone, the meeting with Aberlour and Includem this Thursday , can be moved to later at 1.30pm at your Aberlour office in Glasgow, to allow [redacted text] and [redacted text] to attend this meeting ahead of their evidence session at the Education and Skills Committee on 1<sup>st</sup> Nov.

If you can make arrangements with Includem colleagues, and let us know of the address of your office, that would be great. As discussed, please do let the wider Includem colleagues know we would be happy to have a meeting with them at later date , if they feel this would be helpful. Thank you

Regards  
[redacted text]



Stakeholder Engagement and Policy Officer  
Children and Young People (Information Sharing) (Scotland) Bill Team  
Scottish Government | Children and Families Directorate | Creating Positive Futures  
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Victoria Quay | Area 1D South | Edinburgh | EH6 6QQ

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Correspondence between Aberlour and Scottish Government:

**From:** [redacted text]  
**Sent:** 23 October 2017 14:12  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Info Sharing Bill

Great. Thanks, [redacted text]

I will send a meeting invite with the address.

[redacted text]

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**From:** [redacted text]  
**Sent:** 23 October 2017 14:05  
**To:** [redacted text]

**Cc: [redacted text]**  
**Subject: RE: Info Sharing Bill**

Hi [redacted text]

No problem at all.  
11am on Thursday is perfect.  
We look forward to seeing you then.

Kind regards,

**[redacted text]**  
Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

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**From: [redacted text]**  
**Sent:** 23 October 2017 13:20  
**To: [redacted text]**  
**Cc: [redacted text]**  
**Subject: RE: Info Sharing Bill**

Hi [redacted text]

Apologies for the length of time it has taken to respond. I only heard back from people today confirming availability.

If it is still possible, we would be delighted to meet on Thursday at 11am. Includem have volunteered to host at their offices in Glasgow.

Let me know if you are still available.

Best wishes

**[redacted text]**  
Sent from my Windows Phone

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**From: [redacted text]**  
**Sent:** 18/10/2017 16:49  
**To: [redacted text]**  
**Cc: [redacted text]**  
**Subject: RE: Info Sharing Bill**

Hi [redacted text]

Replying on behalf of **[redacted text]** as she is out of the office at the moment.

The morning of the 26<sup>th</sup> October is good for the team, would 11 until half 12 be a suitable time?

Kind regards,

**[redacted text]**

Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

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**From: [redacted text]**

**Sent:** 18 October 2017 16:37

**To: [redacted text]**

**Cc: [redacted text]**

**Subject:** RE: Info Sharing Bill

Hi **[redacted text]**.

Apologies for taking so long to get back to you. I have been trying to identify a date which is suitable for ourselves and our partners to meet with you (not always an easy task!).

It looks like the morning of Thursday 26<sup>th</sup> Oct is best for the majority people. Is that suitable for you?

Best wishes

**[redacted text]**

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**From: [redacted text]**

**Sent:** 11 October 2017 12:12

**To: [redacted text]**

**Cc: [redacted text]**

**Subject:** RE: Info Sharing Bill

Hi **[redacted text]**

Sorry for the delay in responding. Yes, I'd be happy to meet. My diary is pretty flexible other than on Wednesdays when the committee meets. Its recess next week so have more availability then too.

Let me know what works for you. Happy to come to you if that helps

**[redacted text]**

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**From: [redacted text]**

**Sent:** 04 October 2017 11:58

**To:** [redacted text]  
**Subject:** Info Sharing Bill

Hi [redacted text]

[redacted text] passed on your contact email. She indicated that yourself and the Bill team would be keen to meet with ourselves and our partner organisations in relation to our joint submission to Committee on the Bill. You may be aware we have been asked to give evidence to Committee on 1<sup>st</sup> November, and both Aberlour and Includem have agreed to attend. However, we believe it would worthwhile for all of our organisations to meet with you before then to highlight some of our concerns regarding the Bill and the illustrative Code of Practice.

I would be grateful if you could suggest some suitable dates before the 1<sup>st</sup> November for us to meet and discuss. I can then circulate proposed dates and share with our partners.

I look forward to hearing from you.

Kind regards,

[redacted text]  
[redacted text]  
Policy and Participation Officer  
Glasgow regional Office  
2 Green Wynd | Glasgow | G40 2TD  
[www.aberlour.org.uk](http://www.aberlour.org.uk)

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Meeting arrangements:

**Subject:** Aberlour Meeting  
**Location:** Aberlour Office, Glasgow (tbc)

**Start:** Thu 26/10/2017 13:30  
**End:** Thu 26/10/2017 15:00

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** [redacted text]  
**Required Attendees:** [redacted text]

All,

Meeting has now been moved to **1.30pm** and is now at the **Aberlour Office** in Glasgow (2 Green Wynd, Glasgow, G40 2TD).

Bill Team will be leading this meeting.

[redacted text]

~

Hi All,

Meeting with Aberlour, Includem and their other partner organisations in relation to their joint submission to the Education and Skills Committee. Also in relation to their committee appearance on the 1<sup>st</sup> November.

[redacted text]

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Correspondence between Barnardo's and Scottish Government:

**From:** [redacted text]  
**Sent:** 24 October 2017 13:29  
**To:** [redacted text]  
**Subject:** Fwd: FW: Information Sharing Bill evidence session

Hi [redacted text]

Just off the phone to Aberlour and I understand that [redacted text] and I are meeting [redacted text] together on Thursday afternoon.

Apologies for any inconvenience  
[redacted text]

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**From:** [redacted text]  
**Sent:** Tuesday, 24 October 2017 13:20  
**To:** [redacted text]  
**CC:** [redacted text]  
**Subject:** Re: FW: Information Sharing Bill evidence session

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Hi [redacted text]

It's me who's giving evidence for Barnardo's next Wednesday.

I'd be happy to chat to [redacted text] on the phone, but unfortunately my diary won't accommodate a meeting. I know she is meeting with [redacted text] on Thursday morning, and I'm seeing [redacted text] on Thursday afternoon, so she can catch me up on that. She and I are both representing a coalition of children's organisations with whom we submitted written evidence, so are working together closely on this.

Sorry for a short reply, I'm out of the office all week and catching up with email on my phone.

Best  
[redacted text]

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**From:** [redacted text]  
**Sent:** Tuesday, 24 October 2017 11:18  
**To:** [redacted text]  
**Subject:** FW: Information Sharing Bill evidence session

Hi [redacted text]

Please see below – do you know who is attending and I can get back to [redacted text]?

Many thanks

[redacted text]



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**From:** [redacted text]  
**Sent:** 24 October 2017 10:48  
**To:** [redacted text]  
**Subject:** Information Sharing Bill evidence session

Hi [redacted text]

It is my understanding that Barnardos has been invited to Parliament on November 1st to provide evidence to the education and Skills Committee in regards to the Children and Young people Information Sharing Bill. [redacted text], the Bill team leader is very keen to meet with whoever is representing the organisation ahead of this evidence session. Would you be able to advise me as to who this is so I can make the arrangements?

Regards

[redacted text]

Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

Meeting arrangements:



**Subject:** Aberlour Meeting  
**Location:** Aberlour Office, Glasgow (tbc)

**Start:** Thu 26/10/2017 13:30  
**End:** Thu 26/10/2017 15:00

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** [redacted text]  
**Required Attendees:** [redacted text]

All,

Meeting has now been moved to **1.30pm** and is now at the **Aberlour Office** in Glasgow (2 Green Wynd, Glasgow, G40 2TD).  
Bill Team will be leading this meeting.

Hi All,

Meeting with Aberlour, Includem and their other partner organisations in relation to their joint submission to the Education and Skills Committee. Also in relation to their committee appearance on the 1<sup>st</sup> November.

[redacted text]

**NB: The partner organisations mentioned included Barnardo's .**

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**From:** [redacted text]  
**Sent:** 19 December 2017 12:03  
**To:** [redacted text]  
**Subject:** NATSUWT MEETING ON THE 24TH OCTOBER - FW:  
Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

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Correspondence between NASUWT and Scottish Government:

**From:** [redacted text]  
**Sent:** 05 October 2017 15:54  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]  
That's perfect.

Thanks again,

Kind Regards,  
**[redacted text]**  
Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

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**From:** [redacted text]  
**Sent:** 05 October 2017 15:43  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]  
Shall we say 10am

Best wishes

**[redacted text]**

**[redacted text]**  
**Policy Official Scotland**  
NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From:** [redacted text]  
**Sent:** 05 October 2017 14:28  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]  
I will liaise with my colleague [redacted text] and get back to you.

Best wishes  
**[redacted text]**

**[redacted text]**  
**Policy Official Scotland**  
NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From:** [redacted text]  
**Sent:** 05 October 2017 14:24

**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

Yes that is good for her. She can either do a morning meeting, around 10am, or a later in the afternoon meeting around 3.30pm.  
Are any of these times good for yourself?

Thanks,

[redacted text]  
Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

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**From:** [redacted text]  
**Sent:** 05 October 2017 13:14  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

The 24<sup>th</sup> is still possible – would [redacted text] like to meet at our offices in the centre?

Best wishes

[redacted text]

[redacted text]  
**Policy Official Scotland**  
NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From:** [redacted text]  
**Sent:** 27 September 2017 16:55  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

Apologies for the very late reply! [redacted text] is now back from leave and she can do the 24<sup>th</sup> October if this is still available?

Thanks,

[redacted text]

Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

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**From:** [redacted text]

**Sent:** 21 September 2017 14:16

**To:** [redacted text]

**Cc:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

Is the 24<sup>th</sup> of October a possibility?

I am in the office next Tuesday so it might make sense to discuss a date by phone to get a meeting in the diary.

Thanks

[redacted text]

[redacted text]

**Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From:** [redacted text]

**Sent:** 13 September 2017 09:46

**To:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

So sorry about all of this! [redacted text] is now on annual leave but I will ask her about arranging a teleconference when she gets back and get back to you with her response!

Thanks again for all your help,

**[redacted text]**

Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

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**From: [redacted text]**

**Sent:** 12 September 2017 12:22

**To: [redacted text]**

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi **[redacted text]**

This is very challenging! I work Tuesdays and Thursdays and am trying to tie in availability with my colleague **[redacted text]** who was also hoping to attend. Is **[redacted text]** able to do video conferencing from home?

Best wishes

**[redacted text]**

**[redacted text] Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From: [redacted text]**

**Sent:** 08 September 2017 10:38

**To: [redacted text]**

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi **[redacted text]**,

Apologies that this is so frustrating. **[redacted text]** cannot do any of those. Are you available any Wednesday's? As **[redacted text]** will definitely be available in VQ on that day.

Kind Regards,

**[redacted text]**

Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

---

**From:** [redacted text]

**Sent:** 07 September 2017 11:56

**To:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

What about the 14<sup>th</sup> or 28<sup>th</sup> November?

Best wishes

[redacted text]

[redacted text]

**Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From:** [redacted text]

**Sent:** 07 September 2017 11:54

**To:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

I can imagine, sometimes it's a nightmare. Unfortunately [redacted text] cannot do the 17<sup>th</sup>. Did you mean the 31<sup>st</sup> October? [redacted text] could do the 22<sup>nd</sup> November if that is possible for you?

Thanks again,

[redacted text]

Administration Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ

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**From:** [redacted text]

**Sent:** 07 September 2017 11:47

**To:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

Thanks for getting back to me. Diaries are filling up really fast this end. What about the 17<sup>th</sup> or the 31<sup>st</sup> of November?

Best wishes

[redacted text]

**[redacted text] Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From:** [redacted text]

**Sent:** 01 September 2017 09:11

**To:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

No problem. [redacted text] works Tuesday and Wednesday in Office and then Thursday she works from home. She is also on annual leave from the 11<sup>th</sup> September until the 22<sup>nd</sup> September. Are there any other dates that are suitable for yourself at the start of October, as the 4<sup>th</sup> may be an option for [redacted text].

Kind Regards,

**[redacted text]**

Administration Officer

Children & Young People Information Sharing Bill Team | Creating Positive Futures  
| Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

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**From:** [redacted text]

**Sent:** 31 August 2017 15:54

**To:** [redacted text]

**Cc:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

Thanks for getting back to me. I can't do the 27<sup>th</sup> I'm afraid. Are there certain days of the week [redacted text] is normally in the office?

Best wishes

**[redacted text]**

**[redacted text]**

**Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From: [redacted text]**

**Sent:** 31 August 2017 15:39

**To: [redacted text]**

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi **[redacted text]**,

I have had a look at **[redacted text]** diary and unfortunately she cannot do any of those dates as she works from home. Would the 27<sup>th</sup> September be suitable?

Kind Regards,

**[redacted text]**

Administration Officer

Children & Young People Information Sharing Bill Team | Creating Positive Futures  
| Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

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**From: [redacted text]**

**Sent:** 31 August 2017 14:07

**To: [redacted text]**

**Cc: [redacted text]**

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi **[redacted text]**

Can I suggest the 12<sup>th</sup>, 26<sup>th</sup> or 28<sup>th</sup> September?

Best wishes

**[redacted text]**

**[redacted text]**

**Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

**From: [redacted text]**

**Sent:** 31 August 2017 13:50

**To: [redacted text]**

**Cc: [redacted text]**



**Subject:** FW: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

I just got [redacted text]  
out of office - can you assist with the enclosed in his absence?

Best wishes

[redacted text]

[redacted text]

**Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD  
Tel: 0131 226 8480 Fax: 0131 226 8489

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**From:** [redacted text]

**Sent:** 31 August 2017 13:49

**To:** [redacted text]

**Cc:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

Quick email to follow up on the enclosed and set up a meeting – would any of the Tuesdays or Thursdays in September suit?

Many thanks

[redacted text]

[redacted text]

**Policy Official Scotland**

NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD

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**From:** [redacted text]

**Sent:** 24 August 2017 11:31

**To:** [redacted text]

**Cc:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Thanks [redacted text]

I'll come back to you on this if that's ok?

Best wishes

[redacted text]

[redacted text]- National Official (Scotland)  
NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD.

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**From:** [redacted text]

**Sent:** 24 August 2017 11:24

**To:** [redacted text]

**Cc:** [redacted text]

**Subject:** RE: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Hi [redacted text]

Apologies, you were not invited to this meeting, but we would be more than happy to arrange a meeting with you and our Education adviser at another time. Would this be helpful?

Is one of the below dates suitable for you to come to Victoria Quay to meet [redacted text], GIRFEC Education Adviser?

30 August - pm

4 September - am

Thanks

[redacted text]

Stakeholder Engagement & Policy Officer  
Children and Young People (Information Sharing) (Scotland) Bill

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**From:** [redacted text]

**Sent:** 23 August 2017 16:14

**To:** [redacted text]

**Subject:** FW: Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Dear [redacted text]

I was made aware of this meeting earlier today by a colleague from SSTA. It appears I did not receive the original communication nor this confirmation – although this may have come in and been missed.

Would you be able to forward the original email invite to the meeting so I can check.

Unfortunately I am not available to attend tomorrow.

Best wishes  
[redacted text]

[redacted text]- National Official (Scotland)  
NASUWT, 35 Young Street North Lane, Edinburgh, EH2 4JD.

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**From:** [redacted text]  
**Sent:** 23 August 2017 09:48  
**Subject:** Education Unions: Children and Young People (Information Sharing) (Scotland) Bill

Dear Colleagues

**Education Unions: Children and Young People (Information Sharing) (Scotland) Bill**  
**24<sup>th</sup> August 2017, 13:00 – 15:00**  
**Victoria Quay, Edinburgh, EH6 6QQ**

This is to confirm the meeting between Education Unions and Scottish Government is still going ahead on Thursday, 24<sup>th</sup> Aug. Please find below the papers and slides for this meeting. If you haven't already done so, grateful if you could confirm your attendance.

[Children and Young People \(Information Sharing\) \(Scotland\) Bill](#)  
[Illustrative draft Code of Practice](#)  
[Getting it right for every child – policy update](#)  
[Explanatory Notes](#) – this is for detailed information for those who may be interested.  
We will not be handing out hard copies of this.



[redacted text]  
Stakeholder Engagement and Policy Officer  
Children and Young People (Information Sharing) (Scotland) Bill Team  
Scottish Government | Children and Families Directorate | Creating Positive Futures  
Division  
Victoria Quay | Area 1D South | Edinburgh | EH6 6QQ

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Correspondence between CELCIS and Scottish Government:

Hi **[redacted text]**,

Sorry I missed your call today. A meeting with **[redacted text]** in advance of the evidence session sounds great, thank you. My colleague **[redacted text]**, cc'd in, has access to my diary, so if you contact her tomorrow (Tuesday) on **[redacted text]** she'll be able to outline my availability.

(**[redacted text]** – cc'ing you in here so that you're in the loop.)

Thanks again for getting in touch.

**[redacted text]**

**[redacted text]**

Head of Development & Innovation

**[redacted text]**

*The University of Strathclyde is a charitable body, registered in Scotland, number SC015263*

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**From:** **[redacted text]**

**Sent:** 09 October 2017 15:10

**To:** **[redacted text]**

**Subject:** Information Sharing Bill meeting

Hi **[redacted text]**,

A very quick introduction last week when you were here in VQ. **[redacted text]** the Bill team leader is very keen to meet with you ahead of the evidence session in Parliament on 25<sup>th</sup> October if you are happy to do that. I have tried calling the number on the Celcis website but having no joy. Do you have a direct mobile number we could have? It would be easier to arrange this over the phone as I can look at calendars at the same time to nail down a date and time.

Hope to hear back soon.

**[redacted text]**

Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ  
Meeting arrangements:

**Subject:** [redacted text] CELCIS

**Location:** VQ 1st Floor Meeting Room 1-D44 (Bridge) (6) COMB

**Start:** Thu 19/10/2017 14:00

**End:** Thu 19/10/2017 15:00

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** [redacted text]

**Required Attendees:** [redacted text]

**Optional Attendees:** [redacted text]

**Resources:** VQ 1st Floor Meeting Room 1-D44 (Bridge) (6) COMB

Hi [redacted text]

Just managed to set up a meeting between yourself and [redacted text] from celcis next week ahead of committee on the 25<sup>th</sup>.

[redacted text]

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Correspondence between Police Scotland and Scottish Government:

**From:** [redacted text]

**Sent:** 09 October 2017 14:47

**To:** [redacted text]

**Subject:** RE: Evidence session in Parliament [NOT PROTECTIVELY MARKED]

**NOT PROTECTIVELY MARKED**

Yes no problem. At my desk.

**From:** [redacted text]

**Sent:** 09 October 2017 14:46

**To:** [redacted text]

**Subject:** RE: Evidence session in Parliament [NOT PROTECTIVELY MARKED]

[redacted text]

Thanks for the speedy reply can I give to a quick ring just now to nail down a date and time? Easier over the phone.

Thanks

[redacted text]

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**From:** [redacted text]

**Sent:** 09 October 2017 14:44  
**To:** [redacted text]  
**Subject:** RE: Evidence session in Parliament [NOT PROTECTIVELY MARKED]

**NOT PROTECTIVELY MARKED**

Hi [redacted text]

I am going on the 25th and happy to come and meet [redacted text] in advance.

Thanks

[redacted text]  
[redacted text]

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**From:** [redacted text]  
**Sent:** 09 October 2017 14:42  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** FW: Evidence session in Parliament

Hi [redacted text]

I have been advised to contact you as [redacted text] is off on leave. Can you help with this?

Regards

[redacted text]  
Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

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**From:** [redacted text]  
**Sent:** 09 October 2017 14:36  
**To:** [redacted text]  
**Subject:** Evidence session in Parliament

Good Afternoon [redacted text]

I am enquiring as to who from Police Scotland has been invited to Parliament on 25<sup>th</sup> October to provide evidence to the Education and Skills Committee in regards to the Information Sharing Bill. The Bill team leader [redacted text] is keen to meet with this person ahead as soon as possible so any advice on this would be appreciated.

Regards

**[redacted text]**

Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ  
Correspondence between Christian Science and Scottish Government:

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**From:** [redacted text]

**Sent:** 28 September 2017 12:15

**To:** [redacted text]

**Subject:** RE: Christian Science

Perfect, just waiting on [redacted text] confirming numbers.

**[redacted text]**

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**From:** [redacted text]

**Sent:** 28 September 2017 12:04

**To:** [redacted text]

**Cc:** [redacted text]

**Subject:** RE: Christian Science

Go ahead and change to 11.30 to 12.30. organise a room and some tea and coffee.

Cheers

**[redacted text]**

**[redacted text]** | Third Sector Implementation Adviser

Getting it right for every child Team | Children and Families Directorate | Scottish  
Government

Area 1D South, Victoria Quay, Edinburgh EH6 6QQ

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**From:** [redacted text]

**Sent:** 28 September 2017 12:01

**To:** [redacted text]

**Cc:** [redacted text]

**Subject:** Christian Science

Hi [redacted text],

I have just had a phone call from [redacted text] colleague [redacted text] regarding the meeting on the 24<sup>th</sup> of October. They are now asking if it is possible to move the meeting from p.m. to 1130/12 as one of the attendees is concerned about her time frame due to having to drop and collect her child in Hamilton. I have looked over the diaries and the only thing clashing at this time for the 24<sup>th</sup> is the DCAF Huddle. Grateful if you could let me know if this time suits on this day so I can respond to both [redacted text] and [redacted text].

Many thanks  
**[redacted text]**

**[redacted text]**  
Administrative and Finance Assistant  
Getting It Right For Every Child

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**From:** [redacted text]  
**Sent:** 05 December 2017 09:17  
**To:** [redacted text]  
**Subject:** FW: Christian Science Meeting - Letter response

Hi **[redacted text]**,

Message received for you to the Getting it right for every child inbox.

Thanks

**[redacted text]**

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**From:** [redacted text]  
**Sent:** 04 December 2017 19:18  
**To:** Getting It Right For Every Child  
**Cc:** [redacted text]  
**Subject:** Re: Christian Science Meeting - Letter response

Dear **[redacted text]**,

Thank you so much for your comprehensive notes of our meeting. They are helpful and we will certainly encourage our members with young families to be ready to talk about Christian Science, as well as to have information about it available to share with a Named Person as appropriate.

As regards our work with the government authorities in Belfast on the Mental Capacity (Northern Ireland) Act 2016, the scenarios we have sent to them are in fact a work in progress. However, we will certainly send them to you once finalised if you think that might be helpful. I should just re-iterate that they deal solely with adult mental capacity matters.

Thank you for the links. We are happy to share them with our members.

Once again, many thanks indeed for the meeting. It was a pleasure meeting you and your colleagues and we feel reassured that our concerns were listened to and we are grateful to have a clear view from you as to the purpose and nature of the provision of the Named Person.

Best wishes,  
**[redacted text]**



**[redacted text]**

Christian Science Committee on Publication, London  
District Manager for United Kingdom and Ireland

90 Long Acre

London WC2E 9RZ

Email: **[redacted text]**

Website: **[redacted text]**

On Wed, Nov 15, 2017 at 6:21 AM, <[GIRFEC@gov.scot](mailto:GIRFEC@gov.scot)> wrote:

Dear **[redacted text]**

**Meeting between Christian Science representatives and Scottish Government colleagues on the Getting it right for every child approach and the Named Person service provisions. Victoria Quay 24 November 2017.**

Thank you and your colleagues for taking the trouble to come to Victoria Quay to discuss the above, and for your subsequent email. I think that this was a very productive meeting. I learned a lot about your church and I hope we were able to give you clear and helpful information.

You spoke about your concerns that some people in official positions, including those having Named Person responsibilities, may have preconceived ideas or inaccurate information about your beliefs and your position with regard to the law. You were particularly concerned that there could be unwarranted interference or intervention in family life.

We discussed the principles that underpin the Getting it right for every child approach, which is founded on the United Nations Convention on the Right of the Child and has as a cornerstone partnership between parents, children and young people and the services who can offer assistance. These services include the universal services of health and education but also more specialist services for children with particular wellbeing needs. A central concept is that services should work together well to offer children, young people and families the support that they need, if and when they need it, rather than families having to work hard simply to access that support.

We explained that the Named Person service has been introduced to help families get the support they need for their children if and when that is needed. They are a central contact person who will be there as an entitlement to offer information, advice or access to services. This is about trying to offer support at an early stage, before matters reach a crisis. But parents, children and young people are under no obligation to accept information, advice or access to services offered by Named Persons. Simply declining the offer of a service from a Named Person will not in its self be regarded as a cause for concern.

We discussed further aspects of the Named Person service including the information sharing aspects set out in the Information Sharing Bill. I am not setting out our discussion in full but I provide the link to the Scottish Government's recent

policy update on the Getting it right for every child approach. This contains information on the key aspects we discussed and I hope this is helpful to you.  
<http://www.gov.scot/Topics/People/Young-People/gettingitright/publications/girfec-policy-update-July-2017>

You may find it helpful to provide a link to this document to your members in Scotland and to advise them of the additional information which can be found on the Scottish Government Getting it right for every child webpage.  
<http://www.gov.scot/Topics/People/Young-People/gettingitright>

We also explored how families might provide Named Persons with information about their beliefs, should the need arise. You kindly offered to think about producing a leaflet that your members could use for that purpose. You explained that on a more strategic basis your Church is working with the authorities in Northern Ireland to produce information which could be provided more generally to public service staff. As discussed, I would be glad to see a copy of this to consider with you, how it might be used in the Scottish context.

Once again, thanks for meeting with me and my colleagues. I hope you will agree that this letter reflects our discussion. Please let me know if you think I have omitted anything of significance. I would be grateful if you could share this letter with the other colleagues who were present at this meeting as I do not have record of their email address.

I look forward to hearing from you on the above.

Best wishes

**[redacted text]**

Third Sector Policy Implementation Advisor  
Getting it right for every child

Correspondence between Centre for Youth and Criminal Justice and Scottish Government:

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**From:** [redacted text]

**Sent:** 18 October 2017 09:36

**To:** [redacted text]

**Subject:** RE: Information Sharing Bill Team meeting

Morning [redacted text],

I know the feeling so no problem. That's fine I'll see you Thursday at 10.30am.

Cheers

**[redacted text]**

**[redacted text]**Practice Development Advisor  
Centre for Youth & Criminal Justice  
University of Strathclyde  
Lord Hope Building  
Level 6  
141 St James Road  
Glasgow  
G4 0LT

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**From:** [redacted text]  
**Sent:** 17 October 2017 16:06  
**To:** [redacted text]  
**Subject:** RE: Information Sharing Bill Team meeting

Hi [redacted text],

Sorry for the late been a manic few days. I could meet with you on Thursday morning say around 10:30-11:30 here at Victoria Quay if that suits?

Regards

[redacted text]

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**From:** [redacted text]  
**Sent:** 12 October 2017 07:57  
**To:** [redacted text]  
**Subject:** RE: Information Sharing Bill Team meeting

Good morning [redacted text],

I would be more than happy to meet with [redacted text] and would also appreciate this opportunity as I have not previously attended any such event.

I am available the following –

- any time on Mon 16<sup>th</sup> and Tues 17<sup>th</sup> October,
- the morning of the 18<sup>th</sup> October but need to be back in Glasgow by 2pm,
- Thursday 19<sup>th</sup> October again I am available in the morning though need to back in Glasgow for 1pm.
- Afternoon of Fri 20<sup>th</sup> from 2pm approx

If the 18<sup>th</sup> or 19<sup>th</sup> are the dates which would suit best I can try to move my current meetings if needed.

I am in the office until 2.30pm today and back in tomorrow morning early but my mobile is on the bottom of my e-mail if need to catch me.

Regards  
[redacted text]

**[redacted text]** Practice Development Advisor  
Centre for Youth & Criminal Justice  
University of Strathclyde  
Lord Hope Building  
Level 6  
141 St James Road  
Glasgow  
G4 0LT

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**From:** **[redacted text]**  
**Sent:** 11 October 2017 17:05  
**To:** **[redacted text]**  
**Subject:** Information Sharing Bill Team meeting

Good Afternoon **[redacted text]**,

I believe that you have been invited to Parliament on 25th October to provide evidence to the Education and Skills Committee in regards to the Information Sharing Bill. The Bill team leader **[redacted text]** is keen to meet with you ahead of this session as soon as possible. If you would be happy to meet with **[redacted text]** please let me know so I can make the necessary arrangements.

Regards

**[redacted text]**  
Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

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Correspondence between Children and Young People Commissioner and the  
Scottish Government:

Hi **[redacted text]**,

I will be giving evidence on this bill next week and would be happy to meet with **[redacted text]**. I am free any time tomorrow or Friday afternoon.

Regards

**[redacted text]**  
**[redacted text]**  
Policy Officer  
Children & Young People's Commissioner Scotland  
Rosebery House  
Ground Floor  
9 Haymarket Terrace

Edinburgh  
EH12 5EZ

Tel: [redacted text]  
Fax: [redacted text]  
Mobile: [redacted text]

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**From:** [redacted text]  
**Sent:** 17 October 2017 16:38  
**To:** [redacted text]  
**Cc:** [redacted text]  
**Subject:** FW: Pre meet ahead of evidence session

Hi [redacted text]

Forwarded – are you happy to get back to [redacted text]?

Thanks  
[redacted text]

[redacted text]  
Head of Corporate Services  
Children & Young People's Commissioner Scotland  
Rosebery House  
Ground Floor  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

Tel: [redacted text]  
Fax: [redacted text]

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**From:** [redacted text]  
**Sent:** 17 October 2017 16:19  
**To:** [redacted text]  
**Subject:** FW: Pre meet ahead of evidence session

Hi [redacted text],

I was wondering if the Commissioner has had any thought on the below. I haven't heard anything back from his office.

Regards

[redacted text]  
Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

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**From:** [redacted text]  
**Sent:** 10 October 2017 16:05  
**To:** [redacted text]  
**Subject:** Pre meet ahead of evidence session

Good Afternoon,

As discussed earlier on the phone, I was enquiring as to who will be providing evidence in Parliament on 25<sup>th</sup> October in regards to the Information Sharing Bill. I am now aware that [redacted text] will be attending the evidence session. The Bill team leader [redacted text] is very keen to meet with [redacted text] to discuss the Bill as soon as possible so any advice on this would be appreciated.

Regards

[redacted text]  
Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

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Correspondence between NISG and Scottish Government:

Sent: 21 September 2017 10:58  
To: [redacted text]  
Subject: Declined: NISG Meeting - 11 October 2017 @ Wed 11 Oct 2017 10:30 - 12:30 (BST)  
When: 11 October 2017 10:30-12:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.  
Where: Council Chambers at 2 High Street, Perth  
NISG Meeting - 11 October 2017  
When: Wed 11 Oct 2017 10:30 – 12:30 London

Dear colleagues,

The next NISG meeting will take place at the Council Chambers at 2 High Street, Perth for on 11th October from 10.30am – 12.30pm.  
Please could you indicate if you are able to attend.  
Grateful if you could reply directly to my colleague [redacted text] regarding this –

[redacted text]  
Many thanks  
[redacted text]



**Annex B**

**FoI/17/02967: Under FoI, please could you provide all formal and informal minutes, agendas, briefing notes for staff/officials, etc. held by the government relating to the following meetings.**

**National Implementation Support Group**  
**NISG Meeting – 11 October 2017**  
**Action Points**

**New Actions**

ID	Action Point	Discussion/Decision	Due	Lead	Status
<b>Matters arising</b>					
1	NISG members to provide sector updates at each meeting.	<p>Agreement that the membership was broadly right however NISG should take some time to reflect on this and come back with any further thoughts/suggestions.</p> <p>Agreement about level of commitment required and that future meetings should as far as possible be themed around the current landscape, with scope to invite others to update the group when appropriate. Need to set timescales for life of NISG (12-18 months).</p> <p>Agreed meetings would be every 2 months.</p>	Every Meeting	NISG group all members	
2	Update on Information Sharing Bill/Getting it right for every child next steps	<ul style="list-style-type: none"> <li>• The guidance will never cover every individual</li> <li>• Discussion on the governance – make this clear, people forget the governance part of this.</li> </ul>		Hannah Keates	



ID	Action Point	Discussion/Decision	Due	Lead	Status
		<ul style="list-style-type: none"> <li>• Struggling to understand the role of what this is/ could look like</li> <li>• How to get out and about for discussion in the next year.</li> <li>• Key narrative – why we need this legislation</li> <li>• Reference group set up next stage for statutory guidance and also the code of practice. * having the right people is critical*</li> <li>• Further think about members – struggling area partnerships</li> <li>• Communication on narrative – useful touch base best mechanism, join together SG/COSLA - easiest and best outcome</li> </ul>			
3	Member Sector Updates on Getting it right for every child	<ul style="list-style-type: none"> <li>• Important for members to attend to have collective discussion – hearing views</li> <li>• <b>Care Inspectorate</b> – progress is being made to the language and understanding</li> <li>• <b>Social Work</b> - GIRFEC needs to be seen as a whole. It is difficult to cover everything for each individual. support a narrative and understanding / connected 3<sup>rd</sup> sector early support/intervention. Keep GIRFEC fixed on focus on component parts, where does this sit and understanding of this.</li> <li>• DFM meeting – equally helping reflecting back what not cohesive enough. Separate</li> </ul>	asap	Hannah Keates	
				NISG Group all members	

ID	Action Point	Discussion/Decision	Due	Lead	Status
		<p>discussion – how to help and support this.</p> <ul style="list-style-type: none"> <li>• <b>Education Scotland</b> - harder quality indicator to measure/ wellbeing and inclusion. . Quality and delivery of this – guidance staff, different levels ( looking at this) impact EIS work load on guidance staff.. reduction service additional support needs.</li> </ul>			
		<ul style="list-style-type: none"> <li>•</li> <li>• <b>Police Scotland</b> – comfortable with the legislation of the bill - evidence 25<sup>th</sup>. Driven standards of information management – duty to consider. Urge them to justify sharing Information and sharing this properly. Different levels of interpretation and understanding. Making work – different tensions, code ( some issue with consent. Would like to be actively involved on re draft of the code.</li> <li>• NHS (public health) – mechanism is there – adversity and childhood into the picture. Opportunity to build the thinking. Working education health etc – build in different way of practice, use existing policies to bring evidence. Think about front line practice.</li> </ul>			
4	Realigning and developing children services update	<ul style="list-style-type: none"> <li>• Interested in wellbeing that helps.</li> </ul>		NISG group all members	

ID	Action Point	Discussion/Decision	Due	Lead	Status
		<ul style="list-style-type: none"> <li>• Driving investment upstream – intervention prevention</li> <li>• Evidence – focusing on how to make things work.</li> <li>• Partnership working – considering deployment.</li>   <li>• Collaborative evidence - Needs of children (survey) talk about their experiences ( wellbeing, relationships, community family) Been able to identify the appropriate children</li> <li>• Investment in children – where this is being focused at (where the money goes ) early intervention mental health well being</li> </ul>			
5	Child Services Plan Update	GIRFEC – very variable high levelled, detailed. How far is implementation. Didn't give intelligence we hoped for. Session children services plan. SG COSLA		Hannah Keates	

<b>ID</b>	<b>Action Point</b>	<b>Discussion/Decision</b>	<b>Due</b>	<b>Lead</b>	<b>Status</b>
6	Getting it right for every child national picture	Picture of GIRFEC again – follow this. NP service providers ( questionnaire in progress with DFM on GIRFEC approach; communication and named person/ child's plan)		Hannah Keates	In progress
7		<b>AOB</b>			

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending.

### **Police Scotland Meeting Summary**

17<sup>th</sup> October 2017

Victoria Quay, Edinburgh

Attendee's – **[Redacted Text]** (SG)

**[Redacted Text]** (Police Scotland)

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed.

An opportunity was given for Police Scotland to share views on the Bill.

Points raised by Police Scotland included –

- Police Scotland highlighted that they were unclear how an amendment to the Bill, as suggested by some, to have a requirement to seek consent before sharing information would work with other conditions that permit sharing of information? Similarly they were also unclear how this would work if it was a primary requirement of the Code of Practice.
- Police Scotland emphasised that the incorporation of General Data Protection Regulation's into UK data protection law through the UK Data Protection Bill will require significant changes to the Illustrative Draft Code of Practice.
- Police Scotland stated that there would be implementation costs for them, including training that have not been recognised in the Financial Memorandum. They had not quantified these yet.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending.

### **Centre for Youth and Criminal Justice Meeting Summary**

19th October 2017

Victoria Quay, Edinburgh

Attendee's – **[Redacted Text]** (SG)

**[Redacted Text]** (SG)

**[Redacted Text]** (Centre for Youth and Criminal Justice)

**[Redacted Text]** (SG)

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed.

An opportunity was given for the Centre for Youth and Criminal Justice to share views on the Bill.

Points raised by the Centre for Youth and Criminal Justice included –

- The Centre for Youth and Criminal Justice highlighted queries around the opt out process for parents.
- How the role of the Named Person as the central conduit for information would work in practice with the introduction of the General Data Protection Regulations and the following UK Data Protection Bill.
- Further guidance required surrounding consent and what to do if consent is not given.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending.

### **CELCIS Meeting Summary**

19th October 2017

Victoria Quay, Edinburgh

Attendee's – **[Redacted Text]** (SG)

**[Redacted Text]** (SG)

**[Redacted Text]** (CELCIS)

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed.

An opportunity was given for CELCIS to share views on the Bill.

Points raised by CELCIS included –

- CELCIS emphasised the importance of clarity in terms of practical guidance in the Code of Practice and Statutory Guidance for information sharing with and without consent in relation to wellbeing.
- Suggested that time needed to be taken in developing the code and guidance to ensure that practitioners are actively engaged.
- Highlighted that the Financial Memorandum does not cover the full scope of implementation costs for all organisations and stakeholders involved in successful implementation.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending.

## **Children and Young People Commissioner's Office Meeting Summary**

19th October 2017

Victoria Quay, Edinburgh

Attendee's – **[Redacted Text]** (SG)

**[Redacted Text]** (SG)

**[Redacted Text]** (Commissioner's Office)

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed.

An opportunity was given for the Children and Young People Commissioner's Office to share views on the Bill.

Points raised by the Children and Young People Commissioner's Office included –

- Concerns that information sharing is unclear at present.
- The Commissioner's Office highlighted that they felt that the Bill lowered the threshold for sharing information which could lead to Children's privacy being at risk.
- Emphasised that the current Illustrative Code of Practice is too legalistic. The language needs to be simplified for practitioners and families to understand.
- Apprehensions held around the General Data Protection Regulations and how these will be incorporated into the Code of Practice and Statutory Guidance.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending.

## **Colleges Scotland Meeting Summary**

23rd October 2017

Kelvin College, Glasgow

Attendee's – **[Redacted Text]** (SG)

**[Redacted Text]** (Colleges Scotland)

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed.

An opportunity was given Colleges Scotland to share views on the Bill.

Points raised by Colleges Scotland included –

- Colleges Scotland raised queries around the Illustrative Code of Practice and the language used and legalistic tone.

- Highlighted the need for clear and unambiguous guidance so there is no delay in important information being shared.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending

### **NATSUWT – Meeting Summary**

NATSUWT Office, Edinburgh

24<sup>th</sup> October 2017

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed.

An opportunity was given for NATSUWT to share views on the Bill.

Points raised by NATSUWT were –

- Apologised for oversight re not inviting to the meeting we had with the other teacher representatives
- They expressed concerns based on their survey of members re the capacity of Primary HTs and others to carry out the NP functions
- There was discussion re how the existing roles and duties covered or did not cover what was anticipated re NP role
- The legislative nature of the role was an issue
- They have provided written evidence to the committee but are not appearing
- They indicated that they advised their members not to take on NP role
- They indicated a desire to be involved in the development of practice materials and guidance and I assured that they would be involved.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending.

### **Christian Science Meeting – Meeting Summary**

24th October 2017

Victoria Quay, Edinburgh

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed

An opportunity was given for Christian Science to share views on the Bill.



Points raised by Christian Science included –

- Apprehensions that some people in official positions, including those having Named Person responsibilities, may have preconceived ideas or inaccurate information about their beliefs and their position with regard to the law. They were particularly concerned that there could be unwarranted interference or intervention in family life.
- Discussions around families providing Named Persons with information about their beliefs, should the need arise. Such as a leaflet.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending

## **STATUTORY GUIDANCE REFERENCE GROUP Meeting Notes**

25<sup>th</sup> October 2017

### **1. Introduction**

[Redacted Text] welcomed members to the meeting. Introductions were made.

### **2. Remit of the group**

[Redacted Text] set out the remit of the group and reemphasised the commitment required from members.

The group's remit is to advise on the framework for the Statutory Guidance required to support Part 4, Part 5 and section 96 of the Children and Young People (Scotland) Act 2014. This framework will set out how the provisions, in the Primary Legislation, Named Person Order, Child's Plan Order, Complaints Order and Code of Practice on Information Sharing will be explained in guidance making the law accessible to those to whom it will apply and those who will apply it. The aim is that the group provide a draft framework in advance of the Children and Young People (Information Sharing) (Scotland) Bill completing its passage through Parliamentary processes. It is anticipated that a draft framework will be helpful in communicating how the amended information sharing provisions, Code of Practice and guidance will work together to ensure that the law on information sharing in Parts 4 and 5 is clear, accessible and workable. The remit also includes preparation for commencement, in particular in considering training and communication needs so that practitioners across all relevant services are ready to meet the requirements of Part 4, Part 5 and section 96.

Members of the group are therefore to:

- Play a full part in contributing to the development of the draft Statutory Guidance framework.
- Provide advice on the requirements to be fully ready for commencement of the duties.
- Help shape the communications, learning materials, training and other provisions which are identified as being required to support preparedness for commencement.

- Test the developments within their own sectors to provide wide stakeholder feedback

### **3. Summary of the morning session**

Overview and update

**[Redacted Text]** provided an overview of the current situation. He noted that the Supreme Court judgment provided an opportunity to fully reconsider the Statutory Guidance, that will support Part 4, Part 5 and section 96 of the CYP Act as well as other guidance and materials. **[Redacted Text]** stressed the need to be clear about how the Statutory Guidance, the Code of Practice, practice materials and local guidance fit together. That includes clarity about what's statutory and what's practice, although sometimes there may be a softening of boundaries.

Review of the 2015 draft Statutory Guidance

**[Redacted Text]** led a session on the 2015 draft Statutory Guidance. **[Redacted Text]** noted the need to see the Statutory Guidance as part of a suite of materials which must combine to satisfy a range of audiences, including parents and practitioners.

Key points from discussion were:

- There was agreement that clearly defined Statutory Guidance was needed. However in practice those generally navigating through guidance should feel that it seamless between statutory and practice guidance.
- The format (ie, adopting the same structure as the legislation) makes sense.
- Statutory Guidance is very useful at a strategic level, but doesn't fully support practitioners, who instead need more practice focused guidance that include case studies/ scenarios, flowcharts/decision trees, graphics, illustrations, check lists etc..
- Need to ensure Statutory Guidance is accessible, readable and positive in tone.
- The previous draft could have benefited from the inclusion of flow charts to support decision making and clarify statutory requirements, this would fit well with legislation.

### **4. Summary of the afternoon session**

Small group discussions took place focusing on priorities, themes, boundaries of Statutory Guidance and the relationships with other practice materials. The output from this discussion is summarised in the section below.

### **5. Proposed framework for members to discuss with their organisations**

General points

- Need a more detailed contents section, and if possible an index at the back recognising that if the structure of the guidance follows the Act then some themes will be split across a number of sections e.g. consideration of wellbeing needs, views

of child, young person, parents and others, responding to requests for help and assistance, etc

- The Guidance should follow the legislation in terms of structure/order. The Statutory Guidance should link to practice guidance so that sections can be defined by areas of interest, with content for professional groups with different skills and knowledge. The four critical sections would be: Wellbeing; Named Person; Child's Plan; and Information Sharing. As the legislation must be accessible to all we need to think about what is required at the strategic level/practitioner level/and young people and families level.
- The guidance should help parents, children and young people understand their legal rights, entitlements and the duties on others to support them.
- Ideally there would be links to other web-based guidance/information.
- Getting it right for every child puts the child at the centre, so it's important to stay focussed on this – emphasising the positive experiences and rights of the child.
- One option is to keep reference documents and practice documents separate, which could result in keeping the Statutory Guidance concise.

Content – must have

- Needs to be comprehensive and follow the legislation.
- Section the legislation in terms of Wellbeing; Named Person; Child's Plan; and Information Sharing and at the end of each section list any additional practice material.
- Succinct glossary, relevant annexes and index at the end.
- Foreword/executive summary to explain the document's purpose, set context of rights and obligations. Needs to be from the point that the child is at the centre.
- Include a position statement, setting out the rights of children and young people, and the obligations from a professional responsibility standpoint.
- Hyperlinks to be used throughout, if this is possible in a document of this nature.
- Use a summary box at the end of each section.
- Ensure the document flows and is short and punchy (possibly by separating the practice guidance). A good example is the Strathclyde University Children and Young People information sheets.
- Positive tone to run throughout – don't just focus on crisis situations.

Contents – optional

- Corporate parenting and case studies, though general view was to house these in practice and training materials.
- Case studies/scenarios should cover a broad spectrum and be strength-based.
- FAQs.
- Flowcharts.
- National Practice Model, including a resilience matrix. There would be an opportunity to make a positive case for the Model.

## **6. Round up and next steps**

Members of the Group agreed to take the themes for the Framework back to their organisation for sense checking, and then return comments to the Scottish Government by 29 November. The Framework will be drafted in time for the 19 December meeting.

## **7. December agenda**

As noted above, the draft Framework will be discussed at the December meeting, along with the makeup of the suite of materials the Group view as being required for practitioners, families and others.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials heard at these meetings, not formal minutes agreed by those attending.

### **Joint meeting with Aberlour and Barnardo's Meeting Summary**

26th October 2017

Aberlour Office, Glasgow

Attendee's – **[Redacted Text]** (SG)  
**[Redacted Text]** (SG)  
**[Redacted Text]** (SG)  
**[Redacted Text]** (Aberlour)  
**[Redacted Text]** (Barnardo's)

This meeting included an overview of the Children and Young People Information Sharing Bill to provide clarification as to the content and purpose of the Bill.

The status of the Illustrative Draft Code of Practice on information sharing discussed.

An opportunity was given for both Aberlour and Barnardo's to share views on the Bill.

Points raised by Aberlour and Barnardo's included –

- Highlighted the importance of investing in early intervention services as these are the services which will complement the Named Person Service.
- Emphasised the importance of a communication strategy that will illustrate and communicate how the Named Person Service will operate to help children and families understand the service.
- Not sufficient consideration of the General Data Protection Regulation's and the following UK Data Protection Bill – Not enough clarity for professionals.

## Annex C

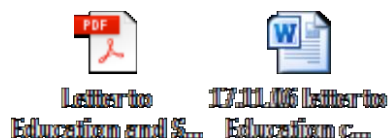
**FoI/17/02968: Under FoI, I would like all information and correspondence held by the government about a letter, issued to the parliament's education committee, on November 6.**

The Scottish Government does not hold any information about the letter. This letter was independently drafted by the coalition of charities which was received directly by the Committee on the 7 November. The Scottish Government had no involvement in the drafting or publication of this letter. The email below is the only correspondence the Scottish Government had:

**From:** [redacted text]  
**Sent:** 07 November 2017 12:17  
**To:** GIRFEC & CYP Bill Team; [redacted text]  
**Cc:** Deputy First Minister and Cabinet Secretary for Education and Skills; [redacted text]  
**Subject:** SWS and Coalition of Charities letters

Good Afternoon,

The Education and Skills Committee Clerk informed the Bill team today that there has been further submissions to Committee which we now understand are letters from Social Work Scotland and a joint submission from a coalition of charities. **Some of you may have already been copied into various correspondence on these** but just so everyone is in the loop, I have attached these letters for awareness.



Regards

**[redacted text]**

Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 1D South |  
Victoria Quay | Edinburgh | EH6 6QQ

**T: [redacted text] | E: [redacted text]**

NB: just to clarify that the text highlighted is referring to any correspondence on the same day the letter was issued to the Committee. The addressee is the internal GIRFEC and Bill team mailbox to raise awareness about the letter.