

## Annex A

**Please provide copies, or the information contained therein, of all correspondence to and from the office of the Cabinet Secretary for Education, and the Cabinet Secretary himself relating to The Getting it Right for Every Child (GIRFEC) Practice Development Panel.”**

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

From: **[redacted text]**  
Sent: 24 January 2018 10:57  
To: Deputy First Minister and Cabinet Secretary for Education and Skills  
Cc: GIRFEC & CYP Bill Team; **[redacted text]**  
Subject: For awareness: Practice Development Panel Members

Good Morning,

For DFMs awareness:

As per the update sent on Monday evening from **[redacted text]**, invites for panel membership have been issued to **[redacted text]**, Together Scotland and **[redacted text]**, RCN by recommendation of Ian Welsh Chair. We anticipate responses by the end of the week and will provide the final list of members as soon as possible.

Thank You

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

Children & Young People Information Sharing Bill Team | Creating Positive Futures |  
Directorate for Children and Families | Scottish Government | Area 2B South |  
Victoria Quay | Edinburgh | EH6 6QQ  
**[redacted text]**

From:**[redacted text]**  
Sent: 10 January 2018 17:08  
To: Deputy First Minister and Cabinet Secretary for Education and Skills; Minister for  
Childcare and Early Years  
Cc: **[redacted text]**  
Subject: RE: Children And Young People Information Sharing Bill – Next Steps

**[redacted text]**,

Many thanks for that.

For awareness, the invitation from DFM and Ian Welsh to all proposed members for the GIRFEC Practice Development Panel has now been sent. We have requested responses by 17 January and will provide an update in due course.

Kind regards  
**[redacted text]**

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From: **[redacted text]** On Behalf Of Deputy First Minister and Cabinet Secretary for Education and Skills  
Sent: 09 January 2018 11:33  
To: **[redacted text]**  
Cc: **[redacted text]**  
Subject: RE: Children And Young People Information Sharing Bill – Next Steps

Hi **[redacted text]**,

DFM is content with the below suggested additional members.

Thanks

**[redacted text]**

**[redacted text]** Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: **[redacted text]** | E: DFMCSE@gov.scot

All e-mails and attachments sent by a Ministerial Private Office to another official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the primary recipient. Private Offices do not keep official records of such e-mails or attachments.

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From: **[redacted text]**  
Sent: 08 January 2018 10:32  
To: Deputy First Minister and Cabinet Secretary for Education and Skills; Minister for Childcare and Early Years  
Cc: **[redacted text]**  
Subject: RE: Children And Young People Information Sharing Bill – Next Steps

Hi **[redacted text]**,

I have spoken to the independent Chair, Ian Welsh. He proposes that we also invite two additional third sector members:

- **[redacted text]**, Chief Executive of Scottish Learning and Disabilities Alliance and Chair of SAMH
- **[redacted text]** (or nominee), Children in Scotland

This would bring the total representation from the children and families' third sector to 6 members, compared to 10 members from unions/workforces representatives and public sector. I would be grateful for an immediate response from the Deputy First Minister so we can issue invites as soon as possible for a date in January.

Many thanks

**[redacted text]**

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From: **[redacted text]**

Sent: 08 January 2018 08:52

To: Deputy First Minister and Cabinet Secretary for Education and Skills; Minister for  
Childcare and Early Years

Cc: **[redacted text]**

Subject: RE: Children And Young People Information Sharing Bill – Next Steps

**[redacted text]**

Many thanks for this. I will consult with the chair of the panel, Ian Welsh and come back with further advice.

Kind regards

**[redacted text]**

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From: **[redacted text]** On Behalf Of Deputy First Minister and Cabinet Secretary for  
Education and Skills

Sent: 08 January 2018 08:45

To: **[redacted text]**

Cc: **[redacted text]**

Subject: RE: Children And Young People Information Sharing Bill – Next Steps

Hi **[redacted text]**,

DFM has considered your submission and he is happy with all of the proposals on information sharing. However, he thinks we need to look at the membership to ensure there is enough third sector input – as it looks a bit low to him.

Many thanks,

**[redacted text]**

**[redacted text]** | Deputy Private Secretary to John Swinney MSP | Deputy First  
Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish  
Government | St Andrew's House | Edinburgh | EH1 3DG | T: **[redacted text]** | E:  
DFMCSE@gov.scot

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From: **[redacted text]**

Sent: 19 December 2017 17:50

To: Deputy First Minister and Cabinet Secretary for Education and Skills; Minister for  
Childcare and Early Years

Cc: **[redacted text]**

Subject: Children And Young People Information Sharing Bill – Next Steps

Dear **[redacted text]**,

Please find attached a submission outlining the recommended actions to ensure the successful progression of Stage 1 of the Children and Young People Information Sharing Bill.

<< File: CYP Info Sharing Bill- next steps - 19 Dec 2017 - final.doc >>

An early response to the proposed membership would be helpful in sending invitations for the first meeting of the GIRFEC Practice Development Panel planned for January.

Kind regards

**[redacted text]**

**[redacted text]**

Better Life Chances Unit

**[redacted text]**

Victoria Quay

Edinburgh EH6 6QQ

The document attached in the above email falls under section 29(1)(b) (Ministerial communications) due to the nature of the document being an internal policy update to Minister's and thus is being withheld.

### **Invitation Letter for Panel Membership**

#### Getting It Right For Every Child Practice Development Panel

The Scottish Government is establishing the Getting It Right For Every Child Practice Development Panel to provide independent advice on the Code of Practice for Information Sharing, Statutory Guidance and other materials to support commencement of Part 4 (Provision of Named Persons) and Part 5 (Child's Plan) of the Children and Young People (Scotland) Act 2014.

The Panel's objective is to ensure the materials are workable, comprehensive and user-friendly for children and young people, parents and practitioners. The Panel will make sure that the experience, expertise and practical knowledge of information sharing in the public sector and children's services is the foundation for the development of the Code of Practice, Statutory Guidance and other materials. The Panel will be independently chaired by Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance.

Ian and I have been well informed of your knowledge and expertise in your field and we feel that you would bring significant contribution to the development of the Code of Practice for Information Sharing and Statutory Guidance. We would therefore like to offer you membership of the Panel.

The priorities of the Panel will be to report to Scottish Ministers by September 2018 with recommendations on the Code of Practice for information sharing that will be presented to the Education and Skills Committee as an authoritative draft, draft Statutory Guidance for Part 4 and 5 and other support material. The Panel will ensure that the draft Code offered to Committee is also suitable to operate on a non-

statutory basis by practitioners ahead of the commencement of Parts 4 and 5 of the Children and Young People (Scotland) Act 2014.

In order for progress to be maintained, the first Panel meeting is scheduled for 13 February 15:30-16:30 in Glasgow, with a second meeting scheduled for 14 March 14:00-16:30 in the Scottish Parliament, Edinburgh. We anticipate at least three further formal meetings before September, which will be organised in due course and in consultation with members.

We would welcome your decision by 17 January, responding to [girfec@gov.scot](mailto:girfec@gov.scot) with your decision. If you would like to discuss anything further, please contact Ian Welsh on **[redacted text]**.

Yours Sincerely

JOHN SWINNEY and IAN WELSH

**Please note that future meetings will now be held at the Alliance office in Glasgow.**