

Project Initiation Document		Date June 2018
Project Name	2018 GIRFEC Policy Guidance	
Project Senior Responsible Owner (SRO)	[Redacted Text]	
Project Lead	[Redacted Text]	
Project Manager	[Redacted Text]	
Background/Business Justification		
<p>Purpose – To develop up to date GIRFEC Policy Guidance by September 2018</p> <p>Getting it right for every child is our national approach to improving the wellbeing of children and young people. This approach has been evolving for over a decade and key stakeholder groups such as the GIRFEC National Implementation Support Group, the Practice Development Panel and others have suggested that now is the time to reaffirm our commitment to this approach. This would allow us to -</p> <ul style="list-style-type: none"> ○ Firmly position GIRFEC as our key approach underpinning other ministerial priorities and relevant portfolios such as Raising Attainment and Public Health. Some stakeholders have made the connections locally and there is a clear 'ask' for Government to provide this clarity centrally. ○ Current Children & Families policy priorities (e.g. ACES) aren't referred to in published GIRFEC materials. As a result these deeply connected issues have developed into separate narratives and competing messages. ○ The GIRFEC approach has matured. New interim policy guidance could take account of current practice around children's/parents' rights and relationship based practice. It could also give greater clarity to different roles of those working in children's service, how core elements of GIRFEC sit within a wider 'network of support' and explain assessment and planning as a continuum not just in relation to the Child's Plan. ○ Restate and update all of the core components of Getting it right for every child, as part of the National Practice Model. <p>This work will provide up to date guidance to strategic managers and others working in children services locally and support them to ensure local practice accurately reflects the national policy ambition.</p>		
Objectives		
<ol style="list-style-type: none"> 1. Provide clarity to relevant authorities and key partners on national GIRFEC policy and its place alongside and contribution to other priority policies 2. Support statutory and non-statutory partners to ensure local practice is compatible and consistent with national policy 3. Evidence continued commitment to the GIRFEC approach 		
Project Scope		

Assumptions

Established GIRFEC values, principles and core components will remain in place. Changes to these (as compared with how they are set out currently) will be a matter of emphasis to better reflect, for example, taking a rights based approach and relationship based practice. The National Practice Model will be updated to reflect this re-emphasis and to take account of the findings of the Supreme Court ruling.

Constraints

The information Sharing Bill is paused at stage 1 and the Code of Practice for Information Sharing is still in development. Once both are completed the interim guidance will be revisited before it is finalised and included as part of a national practice resource (alongside elearning and practice notes etc) to support implementation of Pts 4 & 5 on commencement. There may also be outputs from the dialogue SG will have with local areas on local priorities which will be incorporated.

Deliverables

A light touch review of local GIRFEC guidance materials

4 interim policy guidance notes on the following –

- **Introduction to GIRFEC and summary of key aspects of the approach**, including taking a rights based approach to the application of GIRFEC values, principles and core components.
- **Wellbeing**; context, everyone's job, indicators, considering wellbeing, using the language to empower children, young people and parents, supporting immediate action to keep children and young people safe, care studies.
- **Building a network of support and accessing information, advice and support** (introducing the Named Person service).
- **The National Practice Model**
 - (i) Considering wellbeing
 - (ii) Using the My World Triangle
 - (iii) Using the Resilience Matrix
 - (iv) Providing a consistent approach to planning
 - Continuum of planning
 - Applying the values and principles
 - Applying the core components
 - A framework for coordinated planning
 - Characteristics of a Child's Plan and supportive processes
 - Role of the Lead Professional.

A selection of case studies providing examples of where GIRFEC is implemented well

A plan for developing guidance on self-evaluation

An understanding of the barriers to implementing GIRFEC and list of specific aspects of policy where practical guides to support implementation locally would be beneficial to practitioners.

A list of suggested topics for elearning (Info Sharing Financial Memorandum) and other potential L&D support identified throughout the course of the project

A Plan to communicate & engage practitioners, children, young people & parents

Project Lessons Learnt doc

Project Review and Closure Report – incl. transition of forward actions to relevant SG GIRFEC leads

Interdependencies and Links

Interdependencies with Children and Young People (Information Sharing) Scotland Bill and the work of the GIRFEC Practice Development Panel.

Links, and clear lines of communication required with other workstreams contributing to improving outcomes for children & young people and DCAF cross-cutting work.

Project Quality Plan - Criteria for Project Success

- A strong case for reaffirming GIRFEC policy championed by the GIRFEC National Implementation Support Group (NISG)
- Key stakeholder groups (CEL29, Lead Officer, 3rd Sector, Statutory Guidance Framework Group) endorse overall approach and direction of travel for this work
- Clear consensus and understanding of GIRFEC national policy shared by stakeholders
- Objectives and deliverables delivered to time (or as revised in agreement with SRO)
- Risks are managed as far as practicable
- Stakeholders feel fully engaged with opportunities to contribute
- Up-to-date information on progress of legislative process clearly communicated

Key Milestones/Timescales

Approach

This work will take a phased approach with work on the 4 interim policy guidance notes being developed in sequence between June and end of September.

Timescales

Interim Policy Guidance to be produced and agreed with key stakeholders and endorsed by NISG by end of September.

Milestones (indicative)

June	<ul style="list-style-type: none"> • Draft proposal & approach to work agreed with key stakeholder groups incl. NISG • Review of existing local guidance completed (<i>mid June</i>) • Drafting of interim policy guidance
July	<ul style="list-style-type: none"> • Drafting of interim policy guidance • Collection of case studies
August	<ul style="list-style-type: none"> • Drafting of interim policy guidance • Collection of case studies • Completed policy guidance & update on project presented to NISG for approval (<i>30 August</i>)
September	<ul style="list-style-type: none"> • Drafting of interim policy guidance • Engagement with key stakeholder groups on presentation of policy guidance notes • Final sign off of interim policy guidance by NISG (<i>end of September</i>) • Plans developed for <ul style="list-style-type: none"> ○ Development of practice notes for specific aspects of policy implementation for practitioners ○ Comms & engagement

Resources and Governance

Governance – GIRFEC National Implementation Support Group, which reports to Ms Todd, to oversee and agree this work.

Project Team

Project Lead – [Redacted Text], GIRFEC Policy Manager

Project Manager – [Redacted Text], GIRFEC Programme Manager

Other Project Team members – GIRFEC policy team and advisors as required

Resources - No decision has been made on the presentation of the interim guidance (online/ hard copy / single/ multi documents etc). This will be considered as part of the process and resource implications explored at that time.

Key Stakeholders & Communications

It is proposed that a version of the **Statutory Guidance Reference Group** (SGRG) is convened with a new remit to work with GIRFEC policy officials to develop the 2018 GIRFEC policy guidance. The SGRG comprised of senior practitioners and managers from across the Public Sector and who would have duties under Parts 4 and 5 of the Act and a small number of individuals from key partner organisations, including from the voluntary sector.

The SGRG membership represented interests from our 3 key stakeholder groups (**CEL29, Lead Officers and 3rd sector**). The new group, in addition to contributing to drafting, will also be responsible for feeding back and inviting comments from members on progress to develop the interim guidance.

We will also invite relevant **SG policy officials** with an interest in this work to join this group.

Throughout this work we will explore with child, young people and family representative groups on how best to engage these audiences as part of a wider communications & engagement plan.

Key Risks (including Mitigation)

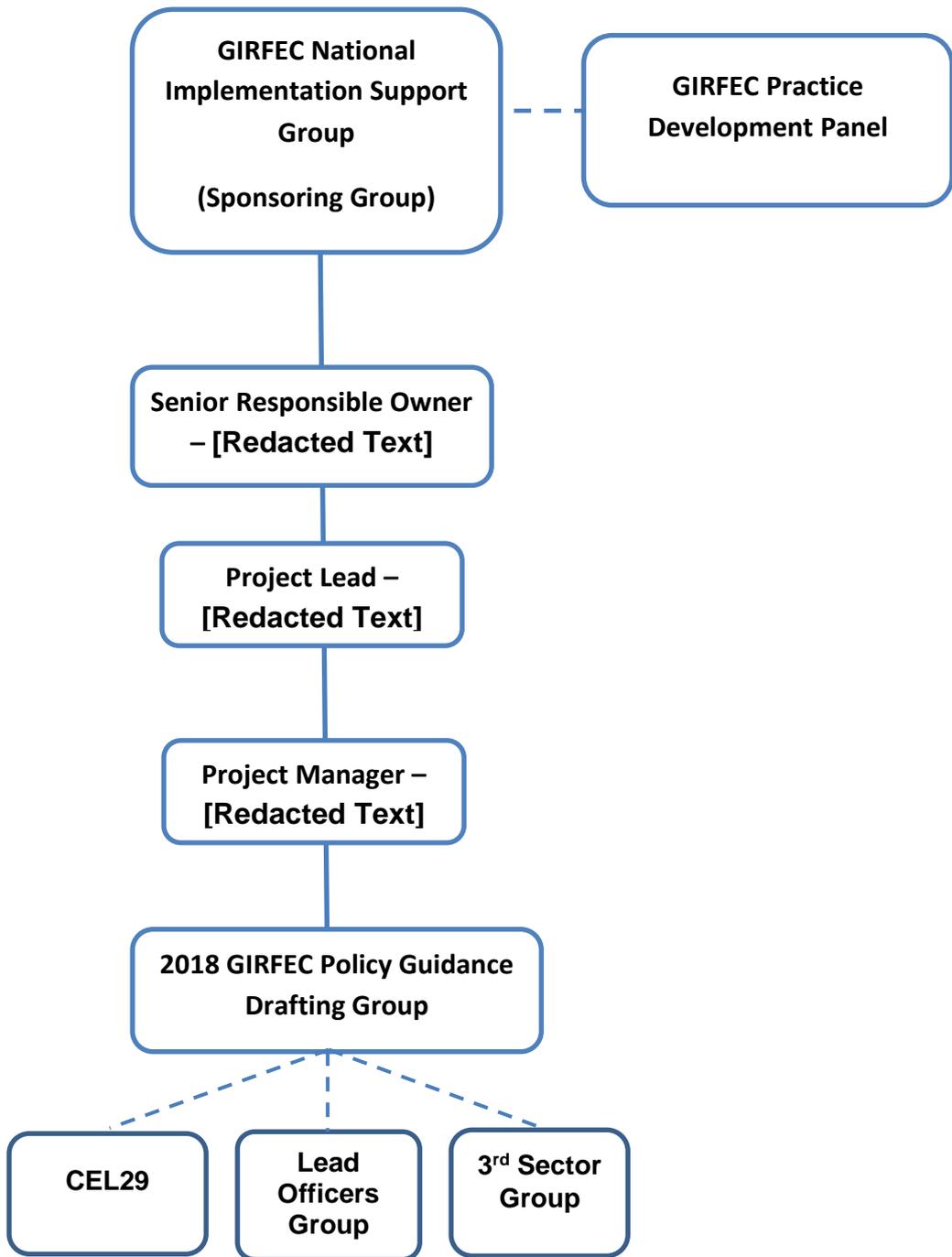
Lack of resource: GIRFEC policy manager is in place to lead this work, additional resource available from within the GIRFEC team as required. *Probability L Impact :M*

Lack of time: Competing priorities & time of year may mean that availability for face to face meetings is difficult. To mitigate this a project plan with key dates for drafting & returns will be agreed at the outset and the work will be taken forward as a mixture of correspondence, webex and face to face in order to ensure maximum participation. *Probability M Impact :H*

Lack of stakeholder engagement: There may be calls to produce additional support materials (in addition to the updated GIRFEC policy guidance). We will work with stakeholders to plan for the production of these once this project has completed and in advance of commencement. *Probability: L Impact: H*

Resistance to change: This work may highlight a requirement for some changes to local practice as a consequence of the Supreme Court Judgment. We will engage closely with stakeholders throughout and also explore ways to support change management & improvement in implementation. *Probability: M Impact: M*

ANNEX A - GOVERNANCE STRUCTURE, ROLES AND RESPONSIBILITIES



———— = Accountability
..... = Communication

Stakeholder engagement – for discussion

Scottish Government officials will give a brief presentation to enable to panel members to discuss options for stakeholder engagement. Key matters which the panel may wish to consider are outlined below.

Purpose

The panel have previously expressed views that any stakeholder engagement should:

1. invite open conversation on the Panel's proposed draft Code of Practice;
2. invite open conversation of wider matters relating to the implementation of Getting it right for every child policy including in particular,
 - the proposal that the Scottish Government publish a refreshed policy statement on Getting it right for Every Child; and
 - Training and Development needs associated with implementation of Parts 4 and 5 of the Children and Young People (Scotland) Act 2014; and
3. afford anyone with an interest the opportunity to engage and share their views.

The panel may wish to consider whether the above captures the purpose of an engagement process.

Design

Key elements which could facilitate engagement include:

1. **Open, public written consultation on the approach to the Draft Code and accompanying materials** - providing the opportunity for anyone who wishes to submit views. Panel members may wish to consider what questions they would seek to ask in such a document.
2. **Targeted stakeholder conversations** providing the opportunity for stakeholders with a key interest to discuss and provide views to the panel. These could be sector specific or bring together stakeholders from different sectors.

It may be possible to seek to engage through planned stakeholder meetings and/ or set up bespoke engagement sessions.

The panel may wish to consider in particular whether specific sessions should be held for parents and children and young people and how these should best be designed to ensure meaningful engagement.

3. **Open, public events** providing an opportunity for interested members of the public to engage in person, be heard and share views.

Timing

The panel may wish to consider the impact of timescales on the design of an engagement process.

The timeframe available for stakeholder engagement relies on the finalisation of a draft Code of Practice on which to seek views. At this stage it is proposed that a draft Code would be available by mid-July.



The Scottish Parliament
Pàrlamaid na h-Alba

Cabinet Secretary for Skills and Education
The Scottish Government
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG

26 April 2018

Dear Cabinet Secretary

Following the meeting of the Education and Skills Committee on 25 April 2018, where the Committee as a whole failed to reach a collective view, we are writing to express our dissatisfaction and disappointment at the lack of clarity you have provided regarding the Scottish Government's engagement with Committee witnesses during our Stage 1 consideration of the Children and Young People (Information Sharing) (Scotland) Bill. We believe this is unacceptable and falls below the level of transparency both the public and Parliament rightly expect from the Government.

On multiple occasions over the last six months, members have sought factual information on the timeline of events. On multiple occasions, the responses we have received have either been incomplete or inaccurate. Most concerning is the fact that a number of these omissions and errors have related to information which casts doubt on your original version of events. Likewise, a number of instances have unfairly cast doubt on the actions and integrity of others.

We are of the view that this whole issue has undermined the scrutiny role of the Committee and has distracted from the important work the Committee is undertaking. These circumstances give the appearance of an attempt to unduly influence the evidence of witnesses and that cannot be normalised and should not simply be seen as business as usual.

Turning to our outstanding concerns, we are seeking urgent answers to the following questions:

1. Why a telephone conversation of which there is no records and which could not have taken place continues to be relied upon as the source of information on which individuals were appearing before the Committee?
2. Why a number of emails have been omitted from FOI/18/00444?
3. Why a number of emails have been omitted from FOI/17/02940?

4. Why in response to Question S5W-13186 you failed to disclose the engagement between Scottish Government Officials and Children in Scotland which took place on 31 October 2017 and the subsequent engagement between the organisation and special advisors on 3 November 2017?

Before considering a formal complaint, we wished to give you a further opportunity to set the record straight and put forward a credible version of events.

We look forward to receiving your response.

Yours sincerely

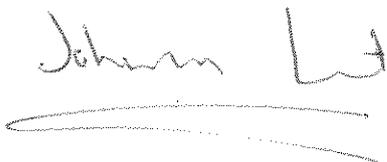
Mary Fee MSP



Ross Greer MSP



Johann Lamont MSP



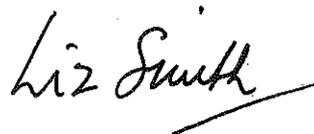
Oliver Mundell MSP



Tavish Scott MSP



Liz Smith MSP





F/T: 0300 244 4000
E: dfmcse@gov.scot

22nd May 2018

Dear Colleague,

Thank you for your letter of 26 April 2018.

Your letter raises questions as to why we did not release all the information held in response to two FOI requests relating to the Children and Young People (Information Sharing) (Scotland) Bill. That has prompted me to instruct a further check that all information, no matter how minor, has been released. Further searches have identified several additional emails and these are provided at Annexes A and B to this letter and have also been provided to the individuals who made the FOI requests.

I acknowledge these emails, while essentially transactional in nature, should still have been provided to requesters previously and I apologise for that omission. As a result of this omission, the Permanent Secretary has written to the Information Commissioner in relation to these cases. I enclose a copy of her letter for your information. Nothing in this additional, transactional material changes the clear picture set out to the committee previously in my letter to the Committee on 15 March 2018. It confirms that the engagement between Scottish Government officials and stakeholders on issues relating to the Bill was taken forward in an entirely appropriate manner.

I would like to respond to the specific questions in your letter:

1. *Why a telephone conversation of which there is no records and which could not have taken place continues to be relied upon as the source of information on which individuals were appearing before Committee?*

I understand this question to relate to information provided in my letter of 15 March 2018 to the Education and Skills Committee. Specifically, the information contained in Annex C to that letter on how my officials came to know details of organisations appearing before the Committee on 25th October.

Following my letter of 15 March, the Scottish Parliament's Committee Clerk Team Leader enquired with my officials about the phone call noted as having taken place on 6 October. As explained by my officials to the Clerk Team Leader, the Deputy Bill Team leader recalls receiving this information in a phone call from Committee Clerk. He was in the habit of



calling Clerks on a Friday. My officials contacted stakeholders from 9 October, as shown by emails previously released under FOI (<https://beta.gov.scot/publications/foi-18-02966/FOI-18-02966-%2002967-%2002968%20-%20related%20documents.pdf?inline=true>, and also set out in Annex C of my letter of 15 March). On that basis, the Deputy Bill Team Leader concluded that the most likely date on which the phone call he recalls took place was the preceding Friday, 6 October. However, my officials have indicated that they would be happy to be corrected on the precise date of the call should the Committee Clerk's records show something different.

2. Why a number of emails have been omitted from FOI/18/00444?

As I set out above, there are a number of emails that should have been released in the response we gave to FOI/18/00444, which are now included at Annex A. These have been retrieved from the mailbox of a member of staff who has been on an extended period of unplanned absence.

Following my letter of 15 March to the Committee, the Committee Clerk Team Leader enquired with my officials about the emails included in Annex A to that letter (these emails show that my officials informed the Committee Clerk on 11 September of their intention to approach stakeholders in relation the Bill). The Committee Clerk Team Leader advised that they hold additional emails as part of the exchange that was sent between the clerk and Deputy Bill Team Leader over a period two days, although these emails were not shared with my officials.

In response to any FOI request, the Scottish Government provides information held on record at the time of the request. Transactional emails are not routinely saved and, as in this case, that can mean that different information is held by different organisations in relation to the same matter. To illustrate the point, the Scottish Government holds several emails initiated by Parliament officials, that were not released by the Parliament in its FOI release 2018-606119 of 15 May. These are included within the material at Annex A.

Some of the material held by the Government was also held by the Scottish Parliament and has been placed in the public domain in light of the Parliament's release of 15 May. The material in Annex A is the additional material that has been identified as relevant to the FOI that has not previously been released.

3. Why a number of emails have been omitted from FOI/17/02940?

As explained in my letter of 15 March to the Committee, a small number of emails were not released in the initial response to FOI/17/02940 due to a member of staff being on an extended period of unplanned absence.

These emails were released once they were identified as falling within the request.

As a result of the further review I instructed, additional relevant material has been identified in the staff mailbox that was not previously disclosed. That material is now included at Annex B.

4. Why in a response to Question S5W-13186 you failed to disclose the engagement between Scottish Government Officials and Children in Scotland which took place on 31 October 2017 and the subsequent engagement between the organisation and special advisors on 3 November 2017?

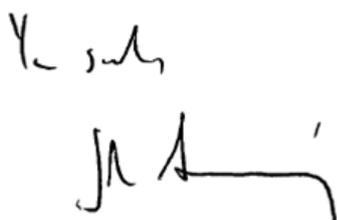
PQ S5W-13186 was one of a batch of questions asked at the same time, following up a Parliamentary answer about specific meetings with Scottish Government officials. The information provided in this PQ response therefore focused on meetings with officials.

The engagement between Scottish Government officials and Children in Scotland that took place on 31 October 2017 was a phone call, rather than a meeting. The engagement with Children in Scotland on 3 November 2017 involved special advisors and did not include officials.

In my letter of 15 March, I subsequently provided the Committee with detailed information about contact with those organisations, including officials, special advisors and Ministers.

Finally, I would like to address the suggestion in your letter that there is an appearance of an attempt to unduly influence stakeholders who provided evidence to the Education and Skills Committee about the Children and Young (Information Sharing) (Scotland) Bill. There has been no such attempt. Moreover it is clear from the evidence stakeholders gave to the Committee that they were able to express their views freely, including raising questions and expressing reservations about the Bill and the draft illustrative Code of Practice where they felt it appropriate to do so. It is wholly appropriate for the Government to engage with stakeholders during the passage of legislation; indeed this is a fundamental part of our democratic process. This engagement provides the opportunity to shape legislation and policy which affects those stakeholders and crucially in respect of this Bill, the children and families whom they support.

I am copying this letter to the Convenor of the Education and Skills Committee.

A handwritten signature in black ink, appearing to read 'John Swinney', with a stylized flourish at the end.

JOHN SWINNEY

Annex A

Emails retrieved from staff mailbox: FOI/18/00444 - communication between the Scottish Government - or representatives of - and the Education and Skills Committee.

From: [redacted]

Sent: 10 November 2017 17:05

To: Deputy First Minister and Cabinet Secretary for Education and Skills

Cc: [redacted]

Subject: Correspondence from the Education and Skills Committee

Dear [redacted]

Please find attached two letters from the Education and Skills Committee to the Cabinet Secretary. One relates to the Children and Young People (Information Sharing) (Scotland) Bill and the other relates to the Additional Support for Learning draft Code of Practice.

Many thanks and have a good weekend,

[redacted]

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

Sent: 06 November 2017 15:16

To: [redacted]

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; Education and Skills (es.committee@parliament.scot); [redacted])

Subject: Correspondence from the Deputy First Minister

Dear [redacted] ,

Please find attached correspondence from the Deputy First Minister.

Regards

[redacted]

From: [redacted]

Sent: 01 September 2017 18:57

To: [redacted]

Cc: [redacted]

Subject: Committee papers

Dear [redacted] and team

Please find attached a link to the Committee's papers for next week.

http://www.parliament.scot/S5_Education/Meeting%20Papers/20170906ES.Committee_Papers.pdf

Thanks

[redacted]
Assistant Clerk
Education and Skills Committee
(Telephone (Direct Dial): **[redacted]**)

From: **[redacted]**
Sent: 05 September 2017 15:30
To: **[redacted]**
Subject: RE: Official Report - Parliamentary Business : Scotti...

Hi **[redacted]**

I think they need to get a ticket - visitor services will be able to provide just call switchboard on 348 5000 and get put through to the tickets bit - there are always tickets available!

see you in the morning,

[redacted]

From: **[redacted]**
Sent: 17 November 2017 12:42
To: Director for Children and Families
Cc: **[redacted]**
Subject: RE: named persons - information sharing
Sensitivity: Confidential

Dear **[redacted]**

Many thanks for giving this further consideration and taking the time to respond within such a tight timescale. Your response is very helpful and I appreciate the points that you make. Whilst I do not plan to share any of this in detail with the committee, I will update them briefly in person during private session next wednesday with very general remarks on the considerations you mention.

Specifically I would plan to mention the potential timescale of September 2018, the necessary information (inc GDPR related) and engagement work required to produce an authoritative version of the code, and that extending stage 1 would create an extended a period of uncertainty including for practitioners and those required to engage in the development of the code.

Many thanks again,

[redacted]

From: **[redacted]**

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



On Behalf Of DirectorforChildrenandFamilies@gov.scot

Sent: Friday, November 17, 2017 12:26 PM

To: [redacted]

Cc: [redacted]

Subject: RE: named persons - information sharing

Sensitivity: Confidential

Hi [redacted],

Thank you for your email. I am happy to provide some clarification on the issues raised in your response.

In terms of timescale on the Code of Practice, considering our assessment of the nature of work that will be involved, the Scottish Government anticipates that development of a draft Code would take until September 2018. We would want the next iteration of the Code to be getting close to the definitive, authoritative version: an expectation that will require both detailed working, and a genuinely collaborative approach with partners, from whom we would be asking for a significant contribution of time and resource. In addition, we need to allow time for finalisation of the Data Protection Bill currently going through the Westminster Parliament, and for all bodies to digest the new GDPR that will commence in May 2018. Realistically, a draft Code prior to May 2018 would not be practical or helpful as it would not fully account for new legislation within the Data Protection Bill or GDPR. This timeframe also considers Parliamentary recess in July 2018.

Clearly conclusion of this work will take us well beyond the Stage 1 timetable. But the work has already begun to pursue this collaborative and thorough approach, with the appointment by the end of November of an independent chair for the GIRFEC Practice Development Panel with membership being appointed soon after. The Panel with wide stakeholder representation will marshal the development of the draft Code ensuring it meets their needs.

The Stage 1 decision is on the Bill's general principles, including whether there should be a code of practice. We think that the preliminary nature of every Stage 1 decision explains why it is unusual for draft regulations, codes, guidance and so on to be provided even in draft form during Stage 1. It is more usual for such things to be developed with stakeholders at a later stage, as part of the wider implementation of the legislation (and sometimes involving a separate Parliamentary vote, as we have now committed to in this case). Clearly, the Government hopes for a positive outcome when the Bill is considered by the whole Parliament at Stage 1, which would be a clear endorsement and encouragement to the sector of this collective approach. This would be of course without prejudice to further debates and decisions of the Parliament at Stages 2 and 3. Helpfully, these would be informed by the work of the Panel and others to produce a Code of Practice that would command authority and recognition in the sector. Conversely, any delay in the Stage 1 debate would leave this work overshadowed by uncertainty as to its value and support from Parliament.

I hope this is helpful.

[redacted]

[redacted]

Director for Children and Families
Scottish Government

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



[redacted]

From: [redacted]

Sent: 03 July 2017 10:08

To: [redacted]

Subject: Children and Young People (information Sharing) (Scotland) Bill: Call for evidence

Good morning

I hope everyone is well and had a nice weekend

The Committee has published its call for evidence on the Children and Young People (information Sharing) (Scotland) Bill today the link to the inquiry webpage follows.

<http://www.scottish.parliament.uk/parliamentarybusiness/CurrentCommittees/105493.aspx>

and the link to the call for evidence page:

<http://www.scottish.parliament.uk/parliamentarybusiness/CurrentCommittees/105562.aspx>

Please pass this onto anyone who may wish to submit evidence.

Thank you

[redacted]

Annex B

Email retrieved from staff mailbox FOI/17/02940 - Confirmation of contact between the Scottish Government and organisations or individuals providing evidence to the parliament's Education and Skills Committee

From: [redacted]
Sent: 24 October 2017 19:10
To: [redacted]
Cc: [redacted]
Subject: RE: Education and Skills Committee

Thanks [redacted], that's great.
Plans have changed a bit and I'm now meeting [redacted] along with [redacted] on Thursday afternoon. If we could keep Tuesday at 1.30 pencilled in for a phone call that would be great, but if the meeting on Thursday clears up all/any queries I will let you know and we can cancel Tuesday.
Best wishes
[redacted]

From: [redacted]
Sent: Tuesday, 24 October 2017 17:00
To: [redacted]
CC: [redacted]
Subject: RE: Education and Skills Committee

Hi Folks
Yes I can be available at 1:30 next Tuesday, I will be in VQ , [redacted] if you cannot manage to meet here happy to have a teleconference.
Cheers
[redacted]

[redacted]

[redacted] | Health Advisor | Children and Families | Better Life Chances unit | Getting it right team | Scottish Government

Victoria Quay, Room 1D (S) | Edinburgh | EH6 6QQ

Tel: [redacted]
From: [redacted]
Sent: 24 October 2017 11:18
To: [redacted]
Cc: [redacted]
Subject: RE: Education and Skills Committee
Importance: High

Hi [redacted]

Thanks for your email. Great that you are meeting [redacted] with [redacted] on Thursday. We set that meeting up before we that you are giving evidence. [redacted] can start the conversation about your appearance at committee on Thursday. I can't be there unfortunately because I have other commitments in Edinburgh at that time.

I also have commitments next Tuesday at 1.30 pm (at the National 3rd Sector Programme Advisory Group meeting) but my colleague **[redacted]** may be free at that time. I will ask **[redacted]** to confirm with you whether he is able to meet you at that time.

Yours
[redacted]

[redacted] | Third Sector Implementation Adviser
Getting it right for every child Team | Children and Families Directorate | Scottish
Government
[redacted] Area 1D South, Victoria Quay, Edinburgh EH6 6QQ

From: **[redacted]**
Sent: 24 October 2017 10:41
To: **[redacted]**
Subject: Re: Education and Skills Committee

Hi **[redacted]**

Sorry I missed your call - I'm involved with our staff conference all day.

I'm giving evidence alongside **[redacted]**, who is meeting the bill team on Thursday morning. Unfortunately I can't make that meeting, but she and I are meeting on Thursday afternoon so she can fill me in.

It would be useful if we could stick half an hour in the diary after that, in case **[redacted]**. and I have outstanding questions after our planning meeting. Might you be around at 1.30 next Tuesday? Sorry to be so fixed on a time, but my diary between now and the committee next Wed is ridiculous.

Thanks
[redacted]

From: **[redacted]**
Sent: Tuesday, 24 October 2017 10:26
To: **[redacted]**
CC: **[redacted]**
Subject: Education and Skills Committee

Hi **[redacted]**,

Hope all is well with you. I called your mobile number and left a message this morning. I understand that you may be giving evidence at committee next Wednesday. The GIRFEC and Bill teams are offering to meet with a number of stakeholders prior to giving evidence to help them prepare for their appearance at committee. It would be great if you could give me a call to discuss whether you and any colleagues who may be appearing with you would like to meet with us before next Wednesday. I will be free this afternoon if you are able to call. Please use the landline number below or **[redacted]**.

Yours

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



[redacted]

From: [redacted]
Sent: 02 November 2017 13:10
To: [redacted]
Subject: Info Sharing Bill

Hi [redacted].

I hoped we could have a wee chat following on from yesterday's evidence session. Are you free for a call this afternoon?

[redacted]

[redacted]
Policy and Participation Officer
Glasgow regional Office
2 Green Wynd | Glasgow | G40 2TD
[redacted]

From: [redacted]
Sent: 03 November 2017 09:55
To: [redacted]
Subject: RE: Speaking tomorrow

Hi [redacted]

Conf Call details below

[redacted]

- Participant Code – [redacted]

Speak to you later

[redacted]

From: [redacted]
Sent: 03 November 2017 09:42
To: [redacted]
Subject: RE: Speaking tomorrow

Yes happy to speak then. Just let me know what number to call

From: [redacted]
Sent: 03 November 2017 09:35
To: [redacted]
Subject: RE: Speaking tomorrow

Hi [redacted]

Can we do 12.30 instead then? [redacted] won't be available after 3pm, im afraid.

Does that suit?

Thanks

[redacted]

From: [redacted]

Sent: 02 November 2017 20:24

To: [redacted]

Subject: Speaking tomorrow

Hi [redacted]

Good to speak earlier. I'm just on my way back to Edinburgh now after a lovely day with my step-granny for her 90th.

I was wondering if there is any flexibility with the time for our call tomorrow? I wasn't really thinking earlier but I volunteer at a club for elderly people on a Friday from 1pm to 3pm and it would be great not to miss it if possible. If 1pm is the only time that works for you and [redacted] I'll make myself available but thought I'd check.

Speak tomorrow

[redacted]

[redacted]

Bill Team Leader

Children and Young People (Information Sharing) (Scotland) Bill

Area 1D South: Victoria Quay

[redacted]

From: [redacted]

Sent: 03 November 2017 15:15

To: [redacted]

Subject: FW: URGENT: The Why

Thanks – suggested amendment incorporated in text below but overall happy with as it is.
[redacted]

From: [redacted]

Sent: 03 November 2017 14:41

To: [redacted]

Subject: URGENT: The Why

[redacted]

Good to talk earlier. This is the text on 'the why' which is currently in the DFM's draft speech and draft letter. Grateful for any thoughts you might have.

Thanks

[redacted]

[redacted]

Bill Team Leader

Children and Young People (Information Sharing) (Scotland) Bill

Area 1D South: Victoria Quay

[redacted]

The availability of a named person for every child and young person, and the coordination of a child's plan for those children and young people that need them, will remove barriers which currently deny children and young people, and their parents, access to the support and guidance they are entitled to. They will ensure that children and young people and parents are offered help before wellbeing needs become crises.

Put plainly, without this Bill to address the Supreme Court judgment, the legislation to make available named persons and child's plan, which sit at the very heart of the Getting It Right For Every Child Approach, cannot be commenced. Without this Bill, two entitlements for families are put at risk; both of which arose from families themselves asking for improvements in the support they need and want.

We also know from intensive engagement with stakeholders between September and December 2016 that this Bill is required. They told us that following the Supreme Court judgement, many practitioners and families have questions and concerns about information sharing. Without this legislation, there continues to be potential for issues with information sharing as identified by the Supreme Court judgment, including the risk of unnecessary information sharing. I am determined that this Bill will ensure everyone working to support children, young people and families in Scotland will not only do so within the requirements of the law, but will also feel confident in fulfilling our collective ambition to get it right for every child.

We also know that this Bill is needed because Care Inspectorate reports and engagement with stakeholders tell us that approaches to sharing information below the threshold of risk of significant harm to a child are still inconsistent. The status quo is not good enough. The Care Inspectorate report on joint inspections of services for children and young people from 2014 to 2016 underlines the need for improvement in joint working and effective information sharing. None of Partnership Areas or Health Boards inspected were assessed as providing an excellent service in terms of providing help and support at an early stage, assessing and responding to risks and needs, or planning for individual children and young people.

Too many children and families continue to struggle to navigate services and too many children and young people do not get early access to support which could help them to succeed. Relying on the good practice of some and hoping that others catch up will not deliver for every child and young person in Scotland.

That is why the duty consider which is at the heart this Bill is necessary. For the first time, relevant authorities and named person service providers will be required by law to consider the information they hold and whether the sharing of such information could support, promote or safeguard the wellbeing of a child or young person. It also provides professionals with a focus to consider the consequences for wellbeing of not sharing information when

consent to share is not granted. As one health visitor put it, 'it will make all those professionals in schools and GPs who don't currently share information think about what I do and whether they hold information that could support the work I do with children and families'.

This Bill ensures that the benefits of good practice already delivered in some places become the standard for a coherent and consistent approach for all families, regardless of where they live.

From: [redacted]

Sent: 06 November 2017 16:25

To: [redacted]

Cc: [redacted]

Subject: Re: Children and Young People (Information Sharing) (Scotland) Bill - Correspondence from the Deputy First Minister to the Education and Skills Committee

Thanks [redacted] - I appreciate this very much. Am I able to share it with any of my Chief Executive Colleagues who are working hard to get support for the Bill?

[redacted]

Chief Executive
Aberlour Child Care Trust

On 6 Nov 2017, at 15:40, [redacted] wrote:

[redacted]

Please find attached a letter which the Deputy First Minister has just sent to the Education and Skills Committee in advance of giving evidence to them on Wednesday on the Children and Young People (Information Sharing) (Scotland) Bill.

As you will see, this sets out the Deputy First Ministers thinking in terms of next steps and the work and support which will be required to effectively implement Parts 4 and 5 of the 2014 Act successfully.

Please let me know if you have any questions at this stage.

Regards

[redacted]

[redacted] Bill Team Leader
Children and Young People (Information Sharing) (Scotland) Bill
Area 1D South: Victoria Quay
[redacted]

From: [redacted]

Sent: 07 November 2017 10:59

To: [redacted]

Subject: EIS

Just on my way back from very good (but pretty worrying) conversation with **[redacted]** and **[redacted]**. **[redacted/redacted]**, would be good to talk to you about this. Not sure if wider catch up sorted yet but I'll get in touch when I'm in the office in about half an hour

From; **[redacted]**
Sent: Mon 06/11/2017 18:07
To: **[redacted]**
Cc: **[redacted]**

Hi **[redacted]**

Yes that's fine. The Committee have put the letter on their website so it is in the public domain now.

Regards

[redacted]

Bill Team Leader
Children and Young People (Information Sharing) (Scotland) Bill
Area 1D South: Victoria Quay
Tel: **[redacted]**
BB: **[redacted]**

Entry in calendar of [redacted]

26 October 2017, 1.30pm
Title of calendar appointment Aberlour Meeting

1. All correspondence (including emails) since the 5th of September 2017 between the Scottish Government and the GIRFEC Practice Development Panel relating to the Children and Young People (Information Sharing) Scotland Bill.

An exemption under section 38(1)(b) of FOISA (personal information) applies some of the information requested because it is personal data of a third party, ie names and contact details, and disclosing it would contravene the data protection principles in Article 5(1) of the General Data Protection Regulation and in section 34(1) of the Data Protection Act 2018. This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

Redactions specific to attachments in correspondence provided in annex A

An exemption under section 29(1)(a) of FOISA (formulation or development of government policy) applies to some of the information requested because it relates to the formulation of the Scottish Government's policy on the communication plans relating to the Draft Code of Practice's consultation.

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is a public interest in disclosing information as part of open, transparent and accountable government, and to inform public debate. However, there is a greater public interest in high quality policy and decision-making, and in the properly considered implementation and development of policies and decisions. This means that Ministers and officials need to be able to consider all available options and to debate those rigorously, to fully understand their possible implications. Their candour in doing so will be affected by their assessment of whether the discussions on the communications plans will be disclosed in the near future, when it may undermine or constrain the Government's view on that policy while it is still under discussion and development.

An exemption under section 27(1) of FOISA applies to some of the information requested because we intend to publish that information in September, which is within 12 weeks of the date of your request. We consider that it is reasonable to withhold the information until that date, rather than release some of this information before the planned publication date.

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is some public interest in release of the draft code of practice for information sharing, however this will be met by our planned publication. In the meantime, there is a greater public interest in taking the time necessary to ensure the information has been properly collated and checked before it

is published as planned. Also, we see no public interest in disrupting our programme of work to release the information ahead of the intended publication date.

An exemption under section 30(b)(ii) of FOISA (free and frank exchange of views) applies to some of the information requested. This exemption applies because disclosure would, or would be likely to, inhibit substantially the free and frank exchange of views for the purposes of deliberation. This exemption recognises the need for officials to have a private space within which to discuss issues and options with external stakeholders before the Scottish Government reaches a settled public view. Disclosing the content of these discussions with the Getting It Right For Every Child Practice Development Panel on options for the draft code of practice for information sharing will substantially inhibit such discussions in the future, because these stakeholders will be reluctant to provide their views fully and frankly if they believe that those views are likely to be made public, particularly while these discussions relate to a sensitive issue such as the draft code of practice.

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is a public interest in disclosing information as part of open, transparent and accountable government, and to inform public debate. However, there is a greater public interest in allowing officials a private space within which to communicate with appropriate external stakeholders as part of the process of exploring and refining the Government's policy position until the Government as a whole can adopt a decision that is sound and likely to be effective. This private space is essential to enable all options to be properly considered, so that good policy decisions can be taken based on fully informed advice and evidence, such as that provided by members of the Getting It Right For Every Child Practice Development Panel. Premature disclosure is likely to undermine the full and frank discussion of issues between the Scottish Government and these stakeholders, which in turn will undermine the quality of the decision making process, which would not be in the public interest. There is also an important public interest in avoiding the loss of stakeholder confidence in cases where they thought they were providing comments in confidence, which would be inevitable if an individual's contribution was released against their wishes.

Under section 25(1) of FOISA, we do not have to give you information which is already reasonably accessible to you. If, however, you do not have internet access to obtain this information from the websites listed in the correspondence below, then please contact me again and I will send you a paper copy.

Invites sent out to join the GIRFEC Practice Development Panel

*Invite letter from Ian Welsh and the Deputy First Minister to Panel Members can be found attached with reference number A.1 - **

Eddie Docherty - Scottish Executive Nursing Directors

From: DOCHERTY, Eddie (NHS DUMFRIES AND GALLOWAY)

Sent: 10 January 2018 19:23
To: Getting It Right For Every Child
Subject: RE: GIRFEC Practice Development Panel

[Redacted Text]

I'd be happy to be involved. I'm on annual leave and out of the country for the first meeting , however. I hope that is acceptable?

Best wishes,

Eddie

#hello my name is...

Eddie

Eddie Docherty
Director of Nursing, Midwifery & Allied Health Professions
Mid North, Crichton Hall,
Bankend Road
NHS Dumfries and Galloway
Dumfries DG1 4TG

[Redacted Text]

From: **[Redacted Text] On Behalf Of** GIRFEC@scotland.gsi.gov.uk
Sent: 10 January 2018 16:32
To: DOCHERTY, Eddie (NHS DUMFRIES AND GALLOWAY)
Subject: GIRFEC Practice Development Panel

Dear Eddie

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

**Paul Martin - Independent Chair for Child and Adult Protection Committee's
Scotland**

From: **[Redacted Text]**
Sent: 10 January 2018 16:45
To: Getting It Right For Every Child

Cc: [Redacted Text]

Subject: RE: GIRFEC Practice Development Panel

Hi [Redacted Text]

Thank you for your email, I can confirm that Paul Martin would like to accept the invitation from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance to be part of the GIRFEC Practice Development Panel.

I have diarised the meetings scheduled for February and March.

Kind regards

[Redacted Text]

[Redacted Text]

Executive Assistant

to Andrew Disbury, Vice-Principal & Pro Vice-Chancellor (Global Engagement)
University of the West of Scotland (Paisley Campus) Paisley PA1 2BE

[Redacted Text]

From: [Redacted Text] On Behalf Of GIRFEC@gov.scot

Sent: 10 January 2018 16:16

To: [Redacted Text]

Subject: FW: GIRFEC Practice Development Panel

Hi [Redacted Text]

Grateful if you could make Paul aware of the below invitation. We would be grateful for a response by 17th January.

Thanks

[Redacted Text]

From: [Redacted Text]

On Behalf Of Getting It Right For Every Child

Sent: 10 January 2018 16:09

To: Paul Martin

Subject: GIRFEC Practice Development Panel

Dear Paul

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the

Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Sally-Ann Kelly - Coalition of Care and Support Providers in Scotland

From: Jim Wallace
Sent: 12 January 2018 19:28
To: Getting It Right For Every Child
Cc: **[Redacted Text]**; SallyAnn Kelly
Subject: GIRFEC Practice Development Panel

[Redacted Text]

I am happy to confirm that SallyAnn Kelly CEO Aberlour is delighted to accept the invitation to join the panel.

Kind regards

Jim

Sent from my iPhone

Annette Holliday - Unite/Community Practitioners and Health Visiting Association

From: Holliday, Annette
Sent: 16 January 2018 14:44
To: Getting It Right For Every Child
Subject: RE: GIRFEC Practice Development Panel

Many thanks for your invite to join the GIRFEC Practice Development Panel.

May I tentatively accept your invite at this time, pending further details regarding dates of future meetings and whether these work with other service commitments, which ensures I can be released to undertake this important piece of work.

Is there anything further you need from me at this moment in time?

Regards
Annette

Annette Holliday
Health Visitor
Port Glasgow Health Centre
Workplace Representative – Unite/CPHVA
CPHVA Executive Committee Representative Scotland

[Redacted Text]

From: **[Redacted Text]** On Behalf Of GIRFEC@gov.scot
Sent: 10 January 2018 16:31
To: Holliday, Annette
Subject: [ExternaltoGGC]GIRFEC Practice Development Panel

Dear Annette

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Peter Hessett - Society of Local Authority Lawyers and Administrators in Scotland

From: **[Redacted Text]** on behalf of Getting It Right For Every Child
Sent: 23 January 2018 17:31
To: Peter Hessett
Subject: RE: GIRFEC Practice Development Panel

Dear Peter

Thank you for confirming that you would like to be a member of the GIRFEC Practice Development Panel. We look forward to working with you. We will get in touch letting you know of the content of the first two meetings and the date of the third meeting.

Kind Regards
Getting It Right For Every Child Team

From: Peter Hessett
Sent: 18 January 2018 11:40
To: Getting It Right For Every Child
Subject: RE: GIRFEC Practice Development Panel

Firstly apologies for not responding on time. I would be prepared to sit on the panel having had a helpful discussion from Ian Welsh. Unfortunately I am not in a position to attend the first two pre-arranged meetings of the panel. There is a chance I could access the February one remotely, or even a small chance I could attend if things change, but there is no chance whatsoever of me making the March meeting. I imagine future dates will be set having regard to availability and if I make a commitment to attend I would regard that attendance as a priority.

Regards,

Peter Hessett
Strategic Lead - Regulatory

[Redacted Text]

From: [Redacted Text] On Behalf Of GIRFEC@gov.scot

Sent: 10 January 2018 16:38

To: Peter Hessett

Subject: GIRFEC Practice Development Panel

Dear Peter

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Norma Shippin - Central Legal Office, NHS National Services Scotland

From: SHIPPIN, Norma (NHS NATIONAL SERVICES SCOTLAND)

Sent: 18 January 2018 11:59

To: Getting It Right For Every Child

Subject: RE: GIRFEC Practice Development Panel

Many thanks for your email – sorry about the delay in getting back.

I am very happy to be on this group.

With best wishes

Norma

Norma A Shippin
Director of CLO and Legal Adviser

[Redacted Text]

www.clo.scot.nhs.uk

Please consider the environment before printing this email.

NHS National Services Scotland is the common name for the Common Services Agency for the Scottish Health Service. www.nhsnss.org

Joanna Murphy - National Parent Forum Scotland

From: [Redacted Text] on behalf of Getting It Right For Every Child
Sent: 23 January 2018 17:18
To: Chair NPFS
Cc: NPFS Admin
Subject: RE: GIRFEC Practice Development Panel

Thank you for confirming that you would like to be a member of the GIRFEC Practice Development Panel. We look forward to seeing you on 13th February.

Kind Regards
Getting It Right For Every Child Team

From: Chair NPFS
Sent: 17 January 2018 19:11
To: Getting It Right For Every Child
Cc: NPFS Admin
Subject: Re: GIRFEC Practice Development Panel

Many thanks for this and sorry for the late response (your email had somehow gone into my junk folder and I only just noticed it)

On behalf of the NPFS I would be pleased to attend this panel and I will wait for further details from you.

Yours

Joanna

Sent from my iPhone

On 10 Jan 2018, at 16:34, <GIRFEC@gov.scot><GIRFEC@gov.scot> wrote:

Dear Joanna

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Anne Houston - Child Protection Committees Scotland

From: [Redacted Text] on behalf of Getting It Right For Every Child
Sent: 23 January 2018 17:28
To: Anne Houston
Subject: RE: GIRFEC Practice Development Panel

Dear Anne

Thank you for confirming that you would like to be a member of the GIRFEC Practice Development Panel. We look forward to seeing you on 14th March.

Kind Regards
Getting It Right For Every Child Team

From: Anne Houston
Sent: 11 January 2018 17:27
To: Getting It Right For Every Child
Subject: Re: GIRFEC Practice Development Panel

Thank you for the invitation to be a member of the GIRFEC Practice Development Panel which I am pleased to be able to accept.

Unfortunately I'm afraid I am unable to attend the first meeting on the 13 February as I will be chairing North Ayrshire's Child Protection Committee at that time. I have put the March date in my diary and can confirm my attendance on that date.

I hope this is acceptable.

Kind Regards



Anne Houston

From: [Redacted Text] on behalf of <GIRFEC@gov.scot>

Date: Wednesday, 10 January 2018 at 16:35

To: Anne Houston

Subject: GIRFEC Practice Development Panel

Dear Anne

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards

Getting It Right For Every Child Team

Lorna Greene – Royal College of Nursing

From: [Redacted Text] on behalf of Getting It Right For Every Child

Sent: 23 January 2018 17:03

To: Lorna Greene

Cc: [Redacted Text]; Theresa Fyffe

Subject: RE: GIRFEC Practice Development Panel

Dear Lorna

As per the nomination received from Theresa Fyffe, we would like to welcome you to the GIRFEC Practice Development Panel. We look forward to seeing you on 13th February 2018.

Kind Regards

Getting It Right For Every Child Team

From: Theresa Fyffe

Sent: 12 January 2018 14:50

To: Getting It Right For Every Child

Cc: Lorna Greene; [Redacted Text]

Subject: RE: GIRFEC Practice Development Panel

Dear [Redacted Text]

Thank you for your letter of invitation. We are proposing that Lorna Greene who is the policy lead for Named Person join the panel on behalf of the RCN. Given the nature of the work required Lorna will be working with a group of expert clinical members to ensure that her input reflects current practice.

Theresa

Theresa Fyffe
Director
RCN Scotland

From: [Redacted Text] On Behalf Of GIRFEC@gov.scot

Sent: 10 January 2018 16:39

To: Theresa Fyffe

Subject: GIRFEC Practice Development Panel

Dear Theresa

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Maureen Falconer – Information Commissioner's Office

From: [Redacted Text] on behalf of Getting It Right For Every Child

Sent: 23 January 2018 17:10

To: Maureen Falconer

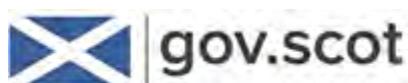
Subject: RE: GIRFEC Practice Development Panel

Dear Maureen

Sorry to hear about your illness. Hope you are feeling much better now. Thank you for confirming that you would like to be a member of the GIRFEC Practice Development Panel. We look forward to seeing you on 13th February.

Regards

[Redacted Text]



[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 2B South | Edinburgh | EH6 6QQ

[Redacted Text]

I work part time – Tuesday to Friday.



Making Scotland the best place to grow up

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

| [@girfec](#) | [#bestplacetogrowup](#)



From: Maureen Falconer
Sent: 18 January 2018 13:18
To: Getting It Right For Every Child
Subject: Re: GIRFEC Practice Development Panel

Good afternoon

Thank you for the kind invitation to participate in the above. My sincerest apologies for not being able to respond within the timeframe required but I've been on sick leave with this horrid virus doing the rounds!

I would be very happy to participate in the proposed group and am also happy to confirm my attendance at both the February and March meetings already scheduled. I look forward to any further information in advance of the first meeting in due course.

Once again, I apologise for the delay in responding and also for not providing a more formal response but I am still technically off work although, as is self-evident, dipping into emails while working from home!

Kind regards

Maureen

Maureen H Falconer
Regional Manager - Scotland

Information Commissioner's Office
45 Melville Street
EDINBURGH
EH3 7HJ

[Redacted Text]

W: ico.org.uk

On 10 Jan 2018, at 16:17, "GIRFEC@gov.scot" <GIRFEC@gov.scot> wrote:

Dear Maureen

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Norman Conway – Police Scotland

From: [Redacted Text]
Sent: 24 January 2018 16:54
To: [Redacted Text]
Cc: Norman Conway
Subject: RE: GIRFEC Practice Development Panel [NOT PROTECTIVELY MARKED]
Attachments: invite to join the GIRFEC Development Panel.doc*

Great, thank you, [Redacted Text]

Norrie, thank you so much for confirming your acceptance to take part in the GIRFEC Practice Development Panel. For your reference I am sending the invitation letter that has been issued to all members. This includes the remit of the Panel and dates/times of the next two meetings. We look forward to seeing you on 13th Febraury.

Regards

[Redacted Text]



[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 2B South | Edinburgh | EH6 6QQ

[Redacted Text]

I work part time – Tuesday to Friday.



Making Scotland the best place to grow up
<http://www.gov.scot/Topics/People/Young-People/gettingitright>



| [@girfec](#) | [#bestplacetogrowup](#)

From: [Redacted Text]

Sent: 24 January 2018 16:45

To: [Redacted Text]

Cc: Norman Conway

Subject: RE: GIRFEC Practice Development Panel [NOT PROTECTIVELY MARKED]

Hi [Redacted Text]

Please see email below from Norrie accepting a place on the Panel after Lesley's discussion with me and her discussions within Police Scotland that identified Norrie as the most appropriate representative of the organisation.

Cheers

[Redacted Text]

From: Norman Conway

Sent: 24 January 2018 16:38

To: [Redacted Text]

Subject: FW: GIRFEC Practice Development Panel [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

Hi [Redacted Text]

Just to confirm that following discussion with ACC Gillian MacDonald and DCS Lesley Boal I am more than delighted to represent Police Scotland on the new panel.

Many thanks

Norrie

From: Lesley Boal

Sent: 24 January 2018 16:23

To: 'GIRFEC@scotland.gsi.gov.uk'

Cc: Norman Conway

Subject: RE: GIRFEC Practice Development Panel [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

Firstly can I apologies for my late response.

Thanks very much for the kind invitation to join the GIRFEC Practice Development Panel. Police Scotland has been considering the invitation and who actually would be best placed to represent policing on the group. Given GIRFEC is far, far broader than my area of Child Protection, it is

suggested that DCI Norrie Conway, who has been leading all the Children and Young People (Scotland) Act 2014 implementation within Police Scotland, would be best placed.

I have copied DCI Conway into the response. He can be contacted at **[Redacted Text]**

Thanks very much

Lesley

Lesley Boal
Detective Chief Superintendent – Public Protection
Specialist Crime Division
Police Scotland

NOT PROTECTIVELY MARKED

From: **[Redacted Text] On Behalf Of** GIRFEC@scotland.gsi.gov.uk
Sent: 23 January 2018 16:43
To: Boal Lesley
Subject: Re: GIRFEC Practice Development Panel

Dear Lesley

We hope you received the invitation to join the independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan) on 10 January – please see the invitation in the e-mail chain. We are writing to ask if you have taken this invitation into consideration. Grateful if you could let us know of your decision by cop tomorrow, 24th January, to allow us to progress with the Panel.

Kind Regards
Getting It Right For Every Child Team

Sent: 10 January 2018 16:14
To: Lesley Boal
Subject: GIRFEC Practice Development Panel

Dear Lesley

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Chris Creegan - Scottish Commission for Learning Disability

From: Chris Creegan
Sent: 24 January 2018 10:03
To: **[Redacted Text]**
Subject: RE: GIRFEC Practice Development Panel

Dear **[Redacted Text]**

Thanks for confirming.

Best wishes

Chris

From: **[Redacted Text]**
Sent: 23 January 2018 17:21
To: Chris Creegan
Subject: RE: GIRFEC Practice Development Panel

Dear Chris

Thank you for confirming that you would like to be a member of the GIRFEC Practice Development Panel. We would like to confirm that you are invited to the Panel in your capacity as the Chief Executive of the Scottish Commission for Learning Disability. We look forward to seeing you on 13th February.

Kind Regards
Getting It Right For Every Child Team

From: Chris Creegan
Sent: 12 January 2018 12:25
To: **[Redacted Text]**
Subject: GIRFEC Practice Development Panel

Dear **[Redacted Text]**

Many thanks for this. I'm happy to confirm my acceptance.

I note that the request came to my SAMH email address. It would be helpful to be clear about the capacity in which I'm being asked to serve on the Panel. My day job is Chief Executive of the Scottish Commission for Learning Disability and I think it would be more appropriate to refer to this than my position at SAMH in any communication about my involvement.

I have, in the meantime, set aside time in my diary to attend the meetings in February and March.

Best wishes,

Chris

From: [Redacted Text] On Behalf Of GIRFEC@gov.scot

Sent: 10 January 2018 16:41

To: Chris Creegan, Chair SAMH

Cc: [Redacted Text]

Subject: GIRFEC Practice Development Panel

Dear Chris

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards

Getting It Right For Every Child Team

Susan Taylor –Social Work Scotland

From: Taylor, Susan

Sent: 24 January 2018 18:52

To: Getting It Right For Every Child

Subject: RE: GIRFEC Practice Development Panel [OFFICIAL]

CLASSIFICATION: OFFICIAL

Hi [Redacted Text]

Many thanks for your email and my apologies for the delay – if you could include me at this stage and I will advise following my meeting with Social Work Scotland Office Bearers later this week.

Thanks

Susan

Susan Taylor

Head of Children's Health, Care and Justice Services / Chief Social Work Officer

East Ayrshire Health and Social Care Partnership

Council Headquarters

London Road

Kilmarnock
KA3 7BU

[Redacted Text]

From: [Redacted Text] On Behalf Of GIRFEC@scotland.gsi.gov.uk

Sent: 23 January 2018 16:47

To: Taylor, Susan

Subject: RE: GIRFEC Practice Development Panel [OFFICIAL]

Dear Susan

I am writing to ask if you have taken the below invitation to join the GIRFEC Practice Development Panel into consideration. Grateful if you could let us know of your decision by cop tomorrow, 24th January, to allow us to progress with the Panel.

Regards

[Redacted Text]



[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 2B South | Edinburgh | EH6 6QQ

[Redacted Text]

I work part time – Tuesday to Friday.



Making Scotland the best place to grow up

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

| [@girfec](#) | [#bestplacetogrowup](#)



From: [Redacted Text] On Behalf Of Getting It Right For Every Child

Sent: 19 January 2018 09:24

To: Susan Taylor

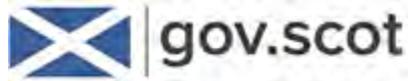
Subject: RE: GIRFEC Practice Development Panel [OFFICIAL]

Dear Susan

The invitation was sent to you focusing on your SWS capacity, but of course bearing in mind your wider knowledge and experience. We hope to hear from you soon.

Regards

[Redacted Text]



[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 2B South | Edinburgh | EH6 6QQ

[Redacted Text]

I work part time – Tuesday to Friday.



Making Scotland the best place to grow up

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

| [@girfec](#) | [#bestplacetogrowup](#)



From: Susan Taylor
Sent: 19 January 2018 07:52
To: Getting It Right For Every Child
Subject: Re: GIRFEC Practice Development Panel [OFFICIAL]

CLASSIFICATION: OFFICIAL

Dear Colleague,

Many thanks for this invitation. I would be grateful if you could advise if this invitation has been sent to myself in my Social Work Scotland capacity or in my East Ayrshire Head of Service capacity?

Many thanks
Susan

Sent from my BlackBerry 10 smartphone.

From: GIRFEC@gov.scot
Sent: Wednesday, 10 January 2018 16:13
To: Susan Taylor
Subject: GIRFEC Practice Development Panel

Dear Susan

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

Jennifer King - Association of Directors of Education Scotland

From: [Redacted Text]
Sent: 24 January 2018 15:19
To: [Redacted Text]
Cc: [Redacted Text]
Subject: Panel membership - ADES

Hi
Michael has just phoned to confirm that Jennifer King will attend as the ADES rep. These are her contact details.
Cheers, [Redacted Text]

Jennifer King
Education Manager (ASN, Educational Psychology & Inclusion)
Dundee City Council
Dundee House
50 North Lindsay Street
Dundee
DD1 1NL
[Redacted Text]

Juliet Harries – Together Scotland

From: Juliet Harris
Sent: 26 January 2018 14:51
To: Getting It Right For Every Child
Subject: Re: INVITATION: GIRFEC Practice Development Panel

Many thanks for the invitation to join the GIRFEC Practice Development Panel. I have attached a letter for the attention of Mr Swinney and Mr Welsh accepting their invitation. Please let me know if you have any questions or if Mr Swinney or Mr Welsh would like to discuss my acceptance further.

With best wishes

Juliet

This letter can be found attached with reference number A.2

From: [Redacted Text] on behalf of GIRFEC@gov.scot <GIRFEC@gov.scot>
Sent: 23 January 2018 17:06
To: Juliet Harris
Subject: INVITATION: GIRFEC Practice Development Panel

Dear Juliet

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. Apologies for the really short notice, but we would be grateful for your response by Friday, 26 January 2018.

Kind Regards
Getting It Right For Every Child Team

Susan Quinn – Educational Institute of Scotland

From: [Redacted Text]
Sent: 29 January 2018 12:36
To: Andrea Bradley
Subject: RE: GIRFEC Practice Development Panel

Hi Andrea

Thanks a lot!

Demet

From: Andrea Bradley
Sent: 29 January 2018 12:24
To: [Redacted Text]
Cc: Andrea Bradley
Subject: RE: GIRFEC Practice Development Panel

Dear [Redacted Text]

Susan's contact details are as follows:-

[Redacted Text] and her office number is [Redacted Text]

I hope this is helpful and if you need anything else please do not hesitate to get in touch.

Kind regards

[Redacted Text]

From: [Redacted Text]
Sent: 29 January 2018 10:56
To: Andrea Bradley
Subject: RE: GIRFEC Practice Development Panel

Hi Andrea

Would you be able to give me contact details (e-mail & tel no) for Susan, please?

Thanks

[Redacted Text]

Comms and Stakeholder Engagement
Getting It Right For Every Child Team

From: [Redacted Text]
Sent: 29 January 2018 10:29
To: 'Andrea Bradley'; Larry Flanagan
Subject: RE: GIRFEC Practice Development Panel

Andrea

Thank you so much for confirming.

[Redacted Text]

From: Andrea Bradley
Sent: 29 January 2018 10:24
To: [Redacted Text] Larry Flanagan
Subject: RE: GIRFEC Practice Development Panel

Dear [Redacted Text]

Susan Quinn, EIS Education Convener, will attend on behalf of the EIS.

Best wishes

Andrea Bradley

From: [Redacted Text]
Sent: 29 January 2018 10:22
To: Larry Flanagan
Cc: Andrea Bradley
Subject: RE: GIRFEC Practice Development Panel

Dear Larry

I hope you received the e-mail below last week. Apologies for the chase, but we would be grateful if you could confirm who will represent EIS on the GIRFEC Practice Development Panel as soon as possible. This will enable us to progress the paperwork for the Panel.

Kind Regards
[Redacted Text]

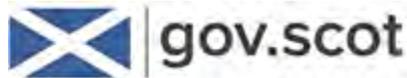
From: **[Redacted Text] On Behalf Of** Getting It Right For Every Child
Sent: 24 January 2018 15:17
To: Larry Flanagan
Cc: 'Andrea Bradley'
Subject: RE: GIRFEC Practice Development Panel

Dear Larry

Thank you for confirming that EIS would like to take part in the GIRFEC Practice Development Panel. The invitation was sent to you directly, however it would be good to have consistency of participation. If you are not able to attend the first two meetings, it may be better to nominate someone else who you feel can commit to attending and represent you appropriately. I hope this is helpful.

I would be grateful if you could confirm if yourself or someone else from EIS attends by noon, Friday, 26th January.

Regards
[Redacted Text]



[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 2B South | Edinburgh | EH6 6QQ

[Redacted Text]

I work part time – Tuesday to Friday.



Making Scotland the best place to grow up
<http://www.gov.scot/Topics/People/Young-People/gettingitright>
| [@girfec](#) | [#bestplacetogrowup](#)





year of young people
bliadhna na h-òigridh
2018

From: Larry Flanagan
Sent: 24 January 2018 12:08
To: Getting It Right For Every Child
Cc: [Redacted Text]
Subject: RE: GIRFEC Practice Development Panel

Thank you for the reminder below.

The EIS would be happy to join the Panel; can you clarify if the invite is specific to myself or the Institute as an organisation? Either way we will be pleased to participate.

Best wishes

Larry Flanagan

From: [Redacted Text] On Behalf Of GIRFEC@gov.scot
Sent: 23 January 2018 16:42
To: Larry Flanagan
Subject: Re: GIRFEC Practice Development Panel

Dear Larry

We hope you received the invitation to join the independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan) on 10 January – please see the invitation in the e-mail chain. We are writing to ask if you have taken this invitation into consideration. Grateful if you could let us know of your decision by cop tomorrow, 24th January, to allow us to progress with the Panel.

Kind Regards
Getting It Right For Every Child Team

From: [Redacted Text] On Behalf Of Getting It Right For Every Child
Sent: 10 January 2018 16:25
To: Larry Flanagan
Subject: GIRFEC Practice Development Panel

Dear Larry

You may be aware that the Scottish Government has committed to establishing an independently chaired GIRFEC Practice Development Panel in connection with the Children and Young People (Scotland) Act 2014, Part 4 (Provisions of Named Persons) and Part 5 (Child's Plan). Attached is a letter* from the Deputy First

Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, and Ian Welsh, OBE and Chief Executive of the Scottish Health and Social Care Alliance, inviting you to become a member of the Panel. Further detail is included in the attached. We would be grateful for your response by 17 January 2018.

Kind Regards
Getting It Right For Every Child Team

From: [Redacted Text]
Sent: 12 February 2018 13:02
To: [Redacted Text]
Subject: FW: briefing pack for panel members

Dear Panel Member,

Ian Welsh, Independent Chair of the newly established Getting It Right For Every Child Practice Development Panel has asked the secretariat to provide Panel members with a briefing pack ahead of the first meeting on Tuesday 13 February in Glasgow.

The Chair would welcome your perspectives on stakeholder engagement in advance of the 13 February meeting. A paper outlining the existing programme planned by SG officials is attached and Ian would appreciate if you could offer, without prejudice, your initial ideas. Ian would be grateful if you could consider this at your earliest convenience. Please send your suggestions to Ian (copying this address).

The meeting agenda and terms of reference will be issued to Panel members in due course.

If you have any queries about any of the documents please do not hesitate to contact.

I look forward to meeting you at 15:30 on 13 February.

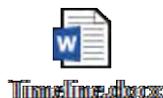
Location

Health and Social Care Alliance Scotland
349 Bath Street
Glasgow
G2 4AA

Stakeholder Engagements



Timeline



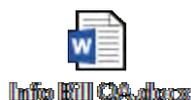
Panel Members



Background Reading Material



Info Bill Q&A



Kind Regards

[Redacted Text]

[Redacted Text]

Secretariat

Getting it right for every child Practice Development Panel

[Redacted Text]

The attachments in the above correspondence can be found attached with reference number A.3.

From: [Redacted Text]

Sent: 13 March 2018 09:43

To: Ian Welsh ; Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin ; [Redacted Text] ; Jennifer King; Annette Holliday

Cc: [Redacted Text]; Joe Griffin ; Director for Children and Families

Subject: RE: Getting It Right For Every Child Practice Development Panel - 14th March 2018

Dear Panel Member,

Please find below the link to the Information Sharing Legal Framework presentation that was given at the first meeting on the 13th February 2018.

- [Information Sharing Legal Presentation](#)

Kind Regards,

[Redacted Text]

Communications and Administrative Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Getting It Right For Every Child | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ

The attached presentation can be found at the following web link -

<https://beta.gov.scot/binaries/content/documents/govscot/publications/minutes/2018/02/girfec-practice-development-panel-minutes-february-2018/documents/1b87bcdf-70f8-4377-9177-69708f879289/1b87bcdf-70f8-4377-9177-69708f879289/govscot:document/?inline=true>

From: [Redacted Text]

Sent: 12 March 2018 16:26

To: Ian Welsh ; Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin [Redacted Text] Jennifer King; Annette Holliday

Cc: [Redacted Text] Griffin J (Joe); Director for Children and Families;

Subject: Getting It Right For Every Child Practice Development Panel - 14th March 2018

Dear Panel Member,

As you are all aware the next meeting of the Getting It Right For Every Child Practice Development Panel is this Wednesday, 14 March 2018 at the Alliance Office in Glasgow.

Please find below the agenda and papers for this meeting. Please note the early draft report prepared by the Statutory Guidance Working Group will be circulated tomorrow.

Location

Health and Social Care Alliance Scotland
349 Bath Street
Glasgow
G2 4AA

Agenda

14 March 2018

Consent and General Data Protection Regulations
Minutes of the Legal Focus Group discussion

Framework for Primary Legislation, the Code of Practice, Statutory Guidance, resources and support materials- What For Whom?
Draft report prepared by the Statutory Guidance Framework Group

To follow tomorrow

Stakeholder Engagement

Information Sharing Bill Timeline

If you have any queries about any of the documents please do not hesitate to contact us.

We look forward to seeing you on 14th March at 1.30pm.

Kind Regards,

[Redacted Text]

Communications and Administrative Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Getting It Right For Every Child | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ

The following attachments in the above correspondence can be found at the following links –

- *“Draft report prepared by the Statutory Guidance Framework Group”* - <https://beta.gov.scot/binaries/content/documents/govscot/publications/minutes/2018/04/girfec-practice-development-panel-minutes-march-2018/documents/0d9b3899-8b65-42c1-8949-73c2c03f066a/0d9b3899-8b65-42c1-8949-73c2c03f066a/govscot:document/?inline=true>
- *“Minutes of the Legal Focus Group discussion”* - <https://beta.gov.scot/binaries/content/documents/govscot/publications/factsheet/2018/07/girfec-legal-advisory-group/documents/cfe10187-4aca-41c1-96d8-6aa543f535d4/cfe10187-4aca-41c1-96d8-6aa543f535d4/govscot:document/?inline=true>

All other attached documents can be found attached with reference number A.4.

From: [Redacted Text]

Sent: 19 February 2018 15:59

To: Ian Welsh ; Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin ;

[Redacted Text] ; Jennifer King; Annette Holliday

Cc: [Redacted Text] Director for Children and Families; Griffin J (Joe)

Subject: Getting It Right For Every Child Practice Development Panel - 13th Feb 2018 Minutes and ToR

Dear Members,

Please find attached for your review the updated terms of reference to reflect the discussion at the first meeting of the GIRFEC Practice Development Panel on the 13th February 2018, along with the draft minutes.

I would be grateful if you could review both and let me know if you are content by close of business Wednesday 21st February 2018. As discussed at the meeting, the terms of reference (including membership) and minutes will be published as soon as possible on the Getting It Right For Every Child section of the Scottish Government website.

Terms of Reference:

Minutes:

<< File: GIRFEC Practice Development Panel - Terms of Reference.docx>>

<< File: GIRFEC Practice Development Panel 13 Feb Meeting - Minutes.docx>>

Please be aware that the next scheduled meeting of the GIRFEC Practice Development Panel will be on the 14th March 2018 at the Alliance Office in Glasgow. Invites will be sent out shortly.

Kind regards,

[Redacted Text]

Administrative Officer,

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ

The attachments in the above correspondence can be found at the following links –

- *Terms of Reference* - <https://beta.gov.scot/groups/girfec-practice-development-panel/>
- *February Minutes* - <https://beta.gov.scot/publications/girfec-practice-development-panel-minutes-february-2018/>

From: [Redacted Text]

Sent: 27 March 2018 16:02

To: Anne Houston; Annette Holliday; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Norman Conway; Paul Martin; Peter Hessem; Sally-Ann Kelly; Susan Quinn

Cc: Ian Welsh

Subject: 14 March minutes and next meeting agenda

Dear Panel Member,

I have attached the minutes from our last meeting on 14 March for your review. Grateful for comments or any further points you may wish to include. The Chair also invites you to suggest agenda items to discuss at the next meeting scheduled for 24 April. Thankful if you could provide comments on minutes and agenda suggestions by close of play 4 April.

<< File: GIRFEC Practice Development Panel Minutes of Meeting 14 Mar 2018.docx >>

When the minutes have been finalised, I will circulate a link once they have been published.

Hope you all enjoy your break over Easter.

Kind Regards

[Redacted Text]

Secretariat

Getting It Right For Every Child Practice Development Panel

[Redacted Text]

The attachment in the above correspondence can be found at the following web link

- <https://beta.gov.scot/publications/girfec-practice-development-panel-minutes-march-2018/>

From: [Redacted Text]

Sent: 20 April 2018 16:41

To: Ian Welsh ; Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin [Redacted Text]; Jennifer King; Annette Holliday

Cc: [Redacted Text] Director for Children and Families; Griffin J (Joe)

Subject: GIRFEC Practice Development Panel – 24th April 2018 – Agenda and Papers

Dear Panel Member,

Please find attached the paper on Statutory Duties. Apologies that you are receiving this later than expected.

If you have any queries about any of the documents please do not hesitate to contact us.

We look forward to seeing you on 24th April at 13.30.

Kind regards,

[Redacted Text]

Communications and Administrative Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Getting It Right For Every Child | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ

The attachment in the above correspondence can be found attached with reference number A.5

From: [Redacted Text]

Sent: 17 April 2018 19:57

To: Ian Welsh ; Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin ;

[Redacted Text]; Jennifer King; Annette Holliday

Cc: [Redacted Text] Director for Children and Families; Griffin J (Joe)

Subject: GIRFEC Practice Development Panel – 24th April 2018 – Agenda and Papers

Dear Panel Member,

As you are all aware the next meeting of the Getting It Right For Every Child Practice Development Panel is this Tuesday, 24th April 2018 13:30 - 16:00. The venue is:

Health and Social Care Alliance Scotland
349 Bath Street

Glasgow
G2 4AA

Please find below the agenda and papers for this meeting.

Agenda

Statutory Guidance Framework Group - Report and Recommendations

Code of Practice for Information Sharing - Drafting Legal Focus Group- draft minutes from 4th April meeting

Statutory Duties - paper to follow tomorrow

Potential draft component of the code- High level summary of legal considerations

Potential draft component of the code- High level flow chart (similar to the existing practice materials of South Ayrshire)

Potential draft component of the code- Detailed code (with amendments to address issues highlighted at the Education and Skills Committee)

Testing and Engagement
Updated Stakeholder Engagement Programme

If you have any queries about any of the documents please do not hesitate to contact us.

We look forward to seeing you on 24th April at 13.30.

Kind regards,

[Redacted Text]

Communications and Administrative Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Getting It Right For Every Child | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ

Attachments regarding the draft code of practice have been redacted under Section 27(1) – information intended for future publication.

Attachment – “Potential draft component of the code- High level flow chart (similar to the existing practice materials of South Ayrshire)” has been redacted under Section 30(b)(ii) – free and frank exchange of views for the purposes of deliberation.

Attachment - "Code of Practice for Information Sharing - Drafting Legal Focus Group- draft minutes from 4th April meeting" can be found at the following web link –

- <https://beta.gov.scot/binaries/content/documents/govscot/publications/factsheet/2018/07/girfec-legal-advisory-group/documents/bd6c31ad-8519-4767-b2de-17825a98a910/bd6c31ad-8519-4767-b2de-17825a98a910/govscot:document/?inline=true>

All other attachments can be found with reference number A.6.

From: [Redacted Text]

Sent: 16 May 2018 16:09

To: Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin ; [Redacted Text]; Jennifer King; Annette Holliday

Cc: Ian Welsh; [Redacted Text] Director for Children and Families; Griffin J (Joe)

Subject: 23 May Panel Meeting Papers

Good Afternoon,

I hope you are all doing well. I have attached the agenda for our next meeting on 23 May. You will also find the current working draft Code of Practice for your consideration. It is important that members read this draft and are prepared to make constructive suggestions as this will be the main topic of our next meeting. I have also attached the minutes from the last meeting on 24 April for your views/comments which I would be grateful to receive by close of play Friday 18 May for publication.

If you could all let me know if you are still able to attend next week's meeting that would be great.

Many Thanks
[Redacted Text]

[Redacted Text]
Secretariat
Getting It Right For Every Child Practice Development Panel
[Redacted Text]

Attachment – April Minutes - can be found at the following web link –

- <https://beta.gov.scot/publications/girfec-practice-development-panel-minutes-april-2018/>

Attachments regarding the draft code of practice have been redacted under Section 27(1) – information intended for future publication.

All other attachments can be found with reference number A.7.

Subject: Getting It Right For Every Child Practice Development Panel
Location: Health and Social Care Alliance Scotland (the ALLIANCE)

Start: Tue 31/07/2018 13:30
End: Tue 31/07/2018 16:00
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: **[Redacted Text]**

Required Attendees: Anne Houston; Annette Holliday; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Norman Conway; Paul Martin; Peter Hessett; Sally-Ann Kelly; Susan Quinn; **[Redacted Text]** Director for Children and Families

Good Afternoon,

Grateful if you could respond to this invite for the Panel meeting in July.

**Getting It Right For Every Child Practice Development Panel
Tues 31 July 2018
1.30 – 16.00**

Health and Social Care Alliance Scotland (the ALLIANCE)
349 Bath Street,
Glasgow,
G2 4AA

Thanks
[Redacted Text]

Subject: Getting It Right For Every Child Practice Development Panel
Location: Health and Social Care Alliance Scotland (the ALLIANCE)

Start: Wed 29/08/2018 10:00
End: Wed 29/08/2018 12:30
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: **[Redacted Text]**

Required Attendees: Anne Houston; Annette Holliday; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Norman Conway; Paul Martin; Peter Hessett; Sally-Ann Kelly; Susan Quinn; **[Redacted Text]** Director for Children and Families

Good Afternoon,

Grateful if you could respond to this invite for the Panel meeting in August.

**Getting It Right For Every Child Practice Development Panel
Wed 29 August 2018
10.00-12.30**

Health and Social Care Alliance Scotland (the ALLIANCE)
349 Bath Street,
Glasgow,
G2 4AA

Thanks
[Redacted Text]

From: [Redacted Text]

Sent: 30 May 2018 10:53

To: Anne Houston ; Jennifer King ; Mike Burns ; Norman Conway ; Maureen Falconer ; Susan Quinn ; Peter Hesse

Cc: Ian Welsh

Subject: Local Authority Engagement

Colleagues

The Information Sharing Bill Team and the GIRFEC Policy Team have arranged for the Chair of the GIRFEC Practice Development Panel to meet with the national group of Local Authority representatives.

The purpose of this engagement is for the Panel Chair to discuss with the Group the work of the Panel particularly its current priority to support the development of a draft Code of Practice for Information Sharing. Further the Chair wishes to hear their views on how a Code and other materials can support information sharing, the wider legislation in relation to the provision of a Named Person service and Child's Plan and ultimately the delivery of the Getting it right for every child approach.

This meeting is one of a series of 3 where the Panel Chair will meet with representatives of 3rd Sector organisations on 5th June, Health Board representatives on 6th June and Local Authority representatives on 18th June.

The Chair stated at the last meeting he is enthusiastic that as far as practicable members of the Panel support and get involved in wider engagement hence as Panel member with a particular interest or background in Local Authorities we wish to open up the invitation to you to join this engagement meeting.

This meeting will take place on:

Monday 18 June 10:30-12:30

Double Tree by Hilton

36 Cambridge Street

Glasgow

G2 3HN

Grateful if you could let me know if you are able to attend.

Regards

[Redacted Text]

[Redacted Text]

Secretariat

Getting It Right For Every Child Practice Development Panel

[Redacted Text]

Correspondence regarding the Code of Practice

From: Ian Welsh

Sent: 30 May 2018 10:53

To: **[Redacted Text]**

Cc: Ian Welsh ; Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin ; Jennifer King; Annette Holliday ; **[Redacted Text]**

Subject: Re: updated draft code of practice

Colleagues

Early responses back to **[Redacted Text]** in advance of the legal group meetings would be helpful ... even affirmative ones.

Best Wishes

Ian

Sent from my iPhone

On 8 Jun 2018, at 17:57, **[Redacted Text]** wrote:

Dear Members,

I have attached the updated draft Code of Practice for your comments and feedback ahead of the next Panel meeting on 26 June. This draft takes into account the majority of the feedback we have received, however, some of the feedback requires further consideration.

Some of the points that haven't been incorporated just yet include:

- Considering Article 3 ECHR (requires further discussion with legal group and panel)
- Defining wellbeing (requires further discussion with legal group and panel)
- Taking out references to "you" (requires further consideration – will this make it appear less accessible as this is key "plain language" technique?)
- Detailing when consent under GDPR would be appropriate

This draft is a clean version so that it is easy to follow however the legal focus group have not yet considered some of the relevant legal changes. E.g the role of consent for common law of confidentiality purposes vs GDPR purposes.

A further draft will be produced after the next legal focus group meeting on 12 June which will also incorporate the new Data Protection Act 2018.

Kind Regards

[Redacted Text]

[Redacted Text]

Secretariat

Getting It Right For Every Child Practice Development Panel

[Redacted Text]

The attached draft code of practice in the above correspondence has been redacted under Section 27(1) – information intended for future publication.

From: **[Redacted Text]**
Sent: 07 June 2018 17:17
To: Anne Houston; Annette Holliday; Brian Johnston; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Paul Martin; Peter Hessett; Sally-Ann Kelly; Susan Quinn
Cc: Ian Welsh; **[Redacted Text]**
Subject: consideration of minutes from 23 May panel meeting

Dear Panel Members,

I have attached the draft minutes from the last meeting on 23 May for your consideration. If you wish to add anything further, I would be grateful for your comments by close of play Tuesday 12 June. I have also attached the summary of feedback and themes from the consultation with the Guidance Teachers Network 19 May which Jennifer King attended for your information.



At the last meeting, Ian offered to meet members individually if they wish to provide additional feedback or comments on the draft Code which may not have been captured or reflected during the meeting. If you would like a meeting with Ian, I can help arranging this or alternatively you can contact Ian directly.

Kind Regards
[Redacted Text]

[Redacted Text]

Secretariat

Getting It Right For Every Child Practice Development Panel

[Redacted Text]

The attached minutes for the May meeting can be found at the following link –

- <https://beta.gov.scot/publications/girfec-practice-development-panel-minutes-may-2018/>

The summary from the Guidance Teachers network are attached with reference number A.8.

From: [Redacted Text]
Sent: 13 June 2018 16:21
To: Anne Houston; Annette Holliday; Brian Johnston; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Paul Martin; Peter Hessett; Sally-Ann Kelly; Susan Quinn
Cc: Ian Welsh; [Redacted Text]
Subject: in my absence

Dear Members,

I will be out of office until 25 June so if you have any comments/feedback on the updated draft Code of Practice or any queries ahead of the next meeting then please contact the above copy list.

Many Thanks

[Redacted Text]
Secretariat
Getting It Right For Every Child Practice Development Panel
[Redacted Text]

From: [Redacted Text]
Sent: 20 June 2018 17:55
To: Ian Welsh ; Mike Burns ; Norman Conway; Maureen Falconer ; Sally Ann Kelly ; Anne Houston; Susan Quinn; Eddie Docherty ; Joanna Murphy ; Norma Shippin ; Peter Hessett ; Lorna Greene ; Chris Creegan ; Juliet Harris ; Paul Martin ; Jennifer King; Annette Holliday [Redacted Text]
Cc: [Redacted Text] Director for Children and Families
Subject: GIRFEC Practice Development Panel - 26th June 2018 - Agenda and Papers
Attachments: Stakeholder engagement - 1 pager.docx; GIRFEC PDP - AGENDA - 26th June 2018.docx; Working draft CYP Code of Practice - May 2018 - incorporating comments J....doc; GIRFEC Policy Guidance - Project Initiation Document - June 2018 - Final....docx

Dear Panel Member,

As you are all aware the next meeting of the Getting It Right For Every Child Practice Development Panel is this Tuesday, 26th June 2018 13:30 – 16:00. The venue is Health and Social Care Alliance Scotland
349 Bath Street
Glasgow
G2 4AA

Please find attached the agenda and papers for this meeting. Apologies that the papers and especially the Draft Code were not sent out sooner, there has been ongoing work on the Draft Code of Practice.

- **Agenda 26th June 2018 Meeting**
- **Draft Code of Practice on Information Sharing**
- **GIRFEC Policy Statement**
- **Stakeholder Engagement**

If you have any queries about any of the documents please do not hesitate to contact us.

We look forward to seeing you on 26th June at 1.30pm.

Kind regards,

[Redacted Text]

Communications and Administrative Officer

Children & Young People (Information Sharing) (Scotland) Bill Team | Getting It Right For Every Child | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ

The attached draft code of practice has been redacted under Section 27(1) – information - intended for future publication.

All other attachments can be found attached with reference number A.9.

From: [Redacted Text]
Sent: 02 July 2018 17:32
To: Anne Houston; Annette Holliday; Brian Johnston; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Paul Martin; Peter Hessett; Sally-Ann Kelly; Susan Quinn
Cc: Ian Welsh; [Redacted Text]
Subject: updated draft code of practice

Good Evening,

Thank you for attending last week's meeting and for providing suggestions to help develop the draft Code of Practice. The draft which I have attached incorporates majority of the comments made and the additional comments from Maria Galli and Norma Shippin which were discussed last week.

I want to highlight to you that there are discussions still to be had within the Legal Group around consent and language. The Legal Group will consider if and or how to provide advice on use of "consent" when processing/ sharing information that may be common place but not absolutely necessary when engaging with a service who is providing a public task e.g. research information.

The Legal Group will also discuss the relevance of opting in and opting out of the NP service, and any links with seeking consent. There will also be further discussion needed in order to be clear on the exemptions that are available on 'who can rely on consent?' (page 21) and when you can use them.

In the last meeting, members raised the point that the language used in the second half of the draft Code was aimed at practitioners rather than data controllers/organisations. The use of the word 'You' had raised some concerns. On page 3 a line a note has been included which indicates "**Any reference to "you" in this Code of Practice includes reference to the named person service provider.**" Legal colleagues are aware discussions on language are needed, however have indicated these types of issues will be addressed once the more substantial points are dealt with.

Grateful for any further comments/views/suggestions on this draft returned by 10 July to allow time for consideration and a further draft to be developed ahead of the next Panel meeting on 31 July (draft to be circulated to Panel on 16 July). This draft will be developed and ready for consultation commencing week 23 July depending on publishing and handling process. I will also be in touch very soon about questions you may wish to ask in this consultation.



Working draft
CIP Code of Pra...

Kind Regards

[Redacted Text]

Secretariat

Getting It Right For Every Child Practice Development Panel

[Redacted Text]

The attached draft code of practice has been redacted under Section 27(1) – information intended for future publication.

From: [Redacted Text]
Sent: 11 July 2018 14:53
To: Anne Houston; Annette Holliday; Brian Johnston; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Paul Martin; Peter Hessett; Sally-Ann Kelly; Susan Quinn
Cc: Ian Welsh; [Redacted Text] Fogarty H (Helen)
Subject: RE: updated draft code of practice

Good Morning,

Just a reminder that comments and feedback on the current draft Code of Practice were due in yesterday. I have received some comments back from members but would ask if you have anything further you would like to highlight to send to me tomorrow. This will allow an updated draft incorporating your comments to be developed and circulated in advance of our next meeting.

Helen and I are currently working on drafting consultation document and questions for the Panel's approval which I hope to circulate by tomorrow. On finalising the draft Code, we have had really helpful contributions from Norma Shippin and Maria Galli. However, the date for the next meeting of the Legal Focus Group to discuss the key issues like consent has not yet been finalised due to member's summer leave. In this light, is looking challenging to have a more final version of the draft Code ready for consultation by 23rd July.

[Redacted – Section 29(1) formulation or development of government policy]

Many Thanks
[Redacted Text]

[Redacted Text]
Secretariat
Getting It Right For Every Child Practice Development Panel
[Redacted Text]

Subject: Getting It Right For Every Child Practice Development Panel
Location: Health and Social Care Alliance Office

Start: Thu 04/10/2018 13:30
End: Thu 04/10/2018 14:00
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: **[Redacted Text]**

Required Attendees: Anne Houston; Annette Holliday; Brian Johnston; Chris Cregan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Paul Martin; Peter Hessett; Sally-Ann Kelly; Susan Quinn; Fogarty H (Helen); Director for Children and Families; **[Redacted Text]**

Good Morning,

Grateful if you could respond to this invite for the Panel meeting in October.

Getting It Right For Every Child Practice Development Panel
Thurs 04 Oct 2018
1.30 – 16.00

Health and Social Care Alliance Scotland (the ALLIANCE)
349 Bath Street,
Glasgow,
G2 4AA

Thanks
[Redacted Text]

Subject: Getting It Right For Every Child Practice Development Panel
Location: Health and Social Care Alliance Scotland (the ALLIANCE)

Start: Tue 04/09/2018 13:30
End: Tue 04/09/2018 16:00
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: **[Redacted Text]**
Required Attendees: Anne Houston; Annette Holliday; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Paul Martin; Peter Hessel; Sally-Ann Kelly; Susan Quinn; Fogarty H (Helen); Director for Children and Families**[Redacted Text]**
Optional Attendees: 'Burns, Mike (Social Work)'; 'Johnston, Brian'; **[Redacted Text]**

Good Morning,

I am changing the date of this meeting as requested by the Chair to the 4 September from 13:30-16:00 due to the majority of Panel members unable to attend the meeting in August. The Chair is also on leave from the 10-21 September so this date would be better to allow for his leave and adequate time before the meeting in October (invites to be issued).

The Chair hopes this doesn't cause any inconvenience.

Health and Social Care Alliance Scotland (the ALLIANCE)
349 Bath Street,
Glasgow,
G2 4AA

Thanks
[Redacted Text]

From: **[Redacted Text]**

Sent: 19 July 2018 16:12

To: Anne Houston; Annette Holliday; Brian Johnston; Chris Creegan; Eddie Docherty; Jennifer King; Joanna Murphy; Juliet Harris; Lorna Greene; Maureen Falconer; Mike Burns; Norma Shippin; Paul Martin; Peter Hessem; Sally-Ann Kelly; Susan Quinn

Cc: Ian Welsh; Fogarty H (Helen); **[Redacted Text]**

Subject: draft communications plan

Dear Panel Member,

I have attached a draft communications plan for your input, comments and approval as requested by the Chair. You are invited to provide feedback on the attached draft communications plan and also annex B, which is an initial summary of potential engagement opportunities set out as an events calendar.

You may wish to discuss the annex at the next meeting to help extend its audience reach (for example by flagging further opportunities) and also to consider which panel members could support each engagement.

Feedback by 24 July would be welcome as it allows the approach to be developed/refined ahead of the meeting on 31 July.

A draft consultation paper is also being developed and will be circulated to the wider panel for their consideration and approval in due course.

Kind Regards

[Redacted Text]

Secretariat

Getting It Right For Every Child Practice Development Panel

[Redacted Text]

The attached communication plan and engagement plan has been redacted under Section 29(1)(a) – formulation or development of government policy.

2. "A copy of the email and attachments sent 15 March 2018 at 15:54 to Deputy First Minister and Cabinet Secretary for Education and Skills with the subject "RE: Draft response to letter from Education Committee on 21 February - for comment""

An exemption under section 38(1)(b) of FOISA (personal information) applies to some of the information requested because it is personal data of a third party, ie names and contact details, and disclosing it would contravene the data protection principles in Article 5(1) of the General Data Protection Regulation and in section 34(1) of the Data Protection Act 2018. This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

Redactions specific to attachments in correspondence provided in annex B

Under section 25(1) of FOISA, we do not have to give you information which is already reasonably accessible to you. If, however, you do not have internet access to obtain this information from the website listed, then please contact me again and I will send you a paper copy.

From: [Redacted Text]
Sent: 15 March 2018 15:54
To: Deputy First Minister and Cabinet Secretary for Education and Skills
Cc: DG Education, Communities& Justice; Director for Children and Families; Griffin J (Joe); GIRFEC& CYP Bill Team; McAllister C (Colin); [Redacted Text]; Communications DFM & Education; Permanent Secretary; Minister for Parliamentary Business
Subject: RE: Draft response to letter from Education Committee on 21 February 2018 - for comment
Attachments: FOI-17-02940 - Additional Emails - 15th March 2018 - FINAL.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

[Redacted Text]

For DFM's awareness.

The following FOI response to [Redacted Text] was published at 3pm today:
<https://beta.gov.scot/publications/foi-18-00444/>

The response to [Redacted Text] was also issued from Comms colleagues (attached). Officials have spoken to Jackie Brock (Children in Scotland), Jane Devine (Social Work Scotland) and Sally Ann Kelly (Aberlour) informing them about the response to Committee.

Thanks

[Redacted Text]

The attachments in the above correspondence can be found at the following web links –

- <https://beta.gov.scot/publications/foi-18-00444/>
- <https://beta.gov.scot/publications/foi-17-02940/>

3. "A copy of the email and attachments sent 15 March 2018 at 07:02 to Director for Children and Families with the subject "FW: Draft response to letter from Education Committee on 21 February - for comment"

An exemption under section 38(1)(b) of FOISA (personal information) applies to some of the information requested because it is personal data of a third party, ie names and contact details, and disclosing it would contravene the data protection principles in Article 5(1) of the General Data Protection Regulation and in section 34(1) of the Data Protection Act 2018. This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

From: [Redacted Text]
Sent: 15 March 2018 07:02
To: Director for Children and Families; Griffin J (Joe)
Cc: [Redacted Text]
Subject: FW: Draft response to letter from Education Committee on 21 February 2018 - for comment

Follow Up Flag: Follow up
Flag Status: Flagged

Hi

Michael, I think you said you are out of the office this afternoon- should I approach Paul J about the call with Paul Grice/clerk? Also, I think that means Paul Grice *and* the Clerk, is that your take too?

Joe- are you available to help me with the calls to stakeholders? My view on this is that the calls we need to make are to those with whom the 6th Nov letter was discussed (Children in Scotland, Children 1st, Aberlour, Social Work Scotland and Barnardo's), not everyone listed in the annexes but grateful for thoughts

[Redacted Text] – grateful if you can look up contact details for the stakeholders above and check in with me about the related FOIs

Many thanks
[Redacted Text]

4. All correspondence (including emails) since 15 March between the Scottish Government and the Education and Skills Committee relating to the Children and Young People (Information Sharing) Scotland Bill.

An exemption under section 38(1)(b) of FOISA (personal information) applies to some of the information requested because it is personal data of a third party, ie names, contact details and personal information, and disclosing it would contravene the data protection principles in Article 5(1) of the General Data Protection Regulation and in section 34(1) of the Data Protection Act 2018. This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

Correspondence between Scottish Government and Education and Skills Committee Clerk Team Leader – Committee Witnesses

From: [Redacted Text – SG Official]
Sent: 25 May 2018 10:57
To: 'Education and Skills'
Cc: [Redacted Text]
Subject: RE: Education and Skills Committee - response sought

Dear Dougie

You asked about a meeting held with Aberlour and Barnardos on 26th October. The Scottish Government officials in attendance recall that there was speculation about attendance, or not, of representatives of the No 2 Named Person campaign at the evidence session on 1st November. Officials recall advising stakeholders from Aberlour and Barnardos that if they had questions about their or others' appearance at Committee, or the wider process that they should consult with Committee Clerks.

Kind regards

[Redacted Text]

From: [Redacted Text – SG Official]
Sent: 23 May 2018 09:50
To: 'Education and Skills'
Cc: [Redacted Text]
Subject: RE: Education and Skills Committee - response sought

Dear Dougie

I hope this finds you well. Thank you for letting me know you have taken on this role with the Education and Skills Committee.

This is my first day back from a fortnight's annual leave so apologies for only replying today. I will endeavour to meet this deadline.

Kind regards
[Redacted Text]

From: Education and Skills
Sent: 22 May 2018 13:44
To: **[Redacted Text – SG Official]**
Cc: **[Redacted Text]**
Subject: Education and Skills Committee - response sought
Importance: High

Dear **[Redacted Text – SG Official]**

I have recently taken over from Stephen Imrie as the Clerk Team Leader with responsibility for the Education and Skills Committee.

I am following up an email Stephen sent to you on Tuesday 17 April 2018 seeking a response to a point that remained outstanding from an earlier request. For ease of reference I reproduce that request below:

"It would be helpful if you could confirm whether anyone who met Aberlour and Barnardos on 26 October can recall discussing the attendance at Committee of No2NP."

I should be grateful if you would provide a response to this question by Friday 25 May in order to allow me to update the Committee next week.

Kind regards

Dougie Wands
Clerk Team Leader
The Scottish Parliament
EDINBURGH EH99 1SP
[Redacted Text]

The Scottish Parliament: Making a positive difference to the lives of the people of Scotland
Pàrlamaid na h-Alba: A' toirt deagh bhuaidh air beatha sluagh na h-Alba

www.parliament.scot : facebook.com/scottishparliament : twitter.com/scotparl

The information in this email may be confidential. If you think you have received this email in error please delete it and do not share its contents.

This email has been scanned by the Symantec Email Security.cloud service.

For more information please visit <http://www.symanteccloud.com>

Correspondence between Scottish Government and Education and Skills Committee Clerk Team Leader – Clarification emails

From: Imrie S (Stephen)
Sent: 08 May 2018 17:28
To: [Redacted Text – SG Official]
Subject: RE: Follow up at official-to-official level

Hi [Redacted Text – SG Official]

Can I follow-up on the email below? If you are planning to reply, can you copy in my colleague, Dougie Wands [Redacted Text] as he has now taken on my role now that I have changed committees.

Regards,

Stephen Imrie
Clerk to the Justice Committee
The Scottish Parliament
[Redacted Text]
www.parliament.scot
@SP_Justice



The Scottish Parliament
Pàrlamaid na h-Alba

From: [Redacted Text – SG Official]
Sent: 18 April 2018 10:36
To: Imrie S (Stephen)
Cc: [Redacted Text]
Subject: RE: Follow up at official-to-official level

Hi [Redacted Text]

I will liaise with colleagues and get back to you as soon as possible.

Kind regards
[Redacted Text]

From: Imrie S (Stephen)
Sent: 17 April 2018 16:13
To: [Redacted Text – SG Official]
Cc: [Redacted Text]
Subject: RE: Follow up at official-to-official level

Dear **[Redacted Text – SG Official]**

Thank you again for your response. I will brief the Committee on this matter as part of a private discussion at the Committee's meeting on 25 April.

Before I do so, can I follow-up on one point. This relates to the original query about discussions with stakeholders. It would be helpful if you could confirm whether anyone who met Aberlour and Barnardos on 26 October can recall discussing the attendance at Committee of No2NP. My original email to you was perhaps unclear in the question but the clerk recalls being informed by a stakeholder about the discussion and she also recalls raising with the Government the general need to ensure any discussions on the practicalities of evidence sessions are best undertaken by the Parliament not the Government. I appreciate that this discussion was part of ongoing constructive discussions between the Government and clerks that you refer to in your response.

Finally, since the order of evidence emails have been highlighted by the Cabinet Secretary and Government officials, it is important that we note that we hold 4 emails as part of the exchange that were sent between the clerk and Deputy Bill Team Leader over a period two days. Therefore, in the response you have provided to me, it's important to note that clerk's email response (of 13 September) you refer to was not a direct response to the email sent by the Deputy Bill Team Leader (of 11 September), but was at the end of a chain of subsequent emails between the two.

If you able to reply to me before the Committee meets on 25 April, that would be very helpful.

Regards,

Stephen Imrie

Clerk Team Leader

Education and Skills; Local Government and Communities; Culture, Tourism, Europe and External Relations committees

The Scottish Parliament

[Redacted Text]

www.scottish.parliament.uk



The Scottish Parliament
Pàrlamaid na h-Alba

From: Imrie S (Stephen)
Sent: 12 April 2018 17:01
To: **[Redacted Text – SG Official]**
Cc: **[Redacted Text]**

Subject: Re: Follow up at official-to-official level

Thanks **[Redacted Text]**

Regards,
Stephen Imrie
The Scottish Parliament

From: **[Redacted Text – SG Official]**
Sent: Thursday, April 12, 2018 4:40:29 PM
To: Imrie S (Stephen)
cc: **[Redacted Text]**
Subject: RE: Follow up at official-to-official level

Hi Stephen

Apologies- it has been pointed out to me that I referred to myself in the section about a request from the Bill team on the 26th of October, but that should have been in reference to **[Redacted Text]**

Many thanks
[Redacted Text]

From: **[Redacted Text – SG Official]**
Sent: 11 April 2018 15:27
To: 'Imrie S (Stephen)'
Cc: **[Redacted Text]**
Subject: RE: Follow up at official-to-official level

Stephen,

Thank you for your email of 22 March. Since you sent this we have also received the email attached from the Committee Clerk so this response deals with both emails. Happy to speak if that would be helpful.

With regard to your questions about the Forward Look and the terms of the Protocol between the Committees and the Scottish Government, this would be a matter for discussion between yourselves and the Parliament and Legislation Unit. I understand you have regular discussions with **[Redacted Text]** and that he would be happy to speak to you about any questions you have about this.

I can confirm, however, that the Bill Team has not utilised the Forward Look during the passage of the Bill to date.

The Bill team and Clerk to the Education and Skills Committee and her team have engaged proactively with each other throughout the course of the Bill's passage. With both teams being aware of the Protocol, we have had discussions about the respective roles of the teams as you would expect.

You ask about the 6th of October. The Deputy Bill Team leader recalls receiving this information in a phone call from Committee Clerk. He was in the habit of calling

Clerks on a Friday which in this case was the 6th of October. We have email records from 10th of October where the Deputy Bill Team Leader shared this information with the wider Bill Team and have previously released emails under FOI showing that we contacted stakeholders on 9 October (<https://beta.gov.scot/publications/foi-18-02966/FOI-18-02966-%2002967-%2002968%20-%20related%20documents.pdf?inline=true>). Given this information, it appeared from our records and recollection that it was the 6th of October on which this phone call took place. We are confident that this information was shared during a phone call between the Deputy Bill Team leader and the Clerk around this time but are happy to be corrected on the precise date, should your records show something different.

You highlight that the order of evidence was shared with the Bill team 'in confidence'. This email was received on 13 September and was treated as such. This email was received in reply to an email from the Deputy Team Leader to Committee Clerk on 11 September where the Deputy Bill Team Leader says he is requesting this information as "*If there is anyone we need to speak to we would have to get on this asap*". Committee Clerk confirms in her email of 13 September that "*I can't confirm the names of organisations yet as they are yet to confirm with us if they can attend*" demonstrating she understood why this information was being requested. Both emails are included in Annex A to the DFM's letter.

You refer to a request from the Bill team on the 26th of October, I cannot confirm the precise date as I no longer have a record of the email concerned. I can confirm that Committee Clerk called me on one occasion in relation to a request she had received from the Deputy Bill Team leader regarding an FMQ brief he was preparing. He sought notice of who was appearing at Committee in order to allow him to prepare the brief in good time. As I recall, Committee Clerk explained to him that this was not a purpose for which the Parliament could provide such information. Committee Clerk then called me, as Bill Team Leader, and we had a brief conversation and I agreed with her position. As I recall, I followed this up with a short email to her.

With regard to Annex C, we commonly refer to organisations as stakeholders so nothing more is meant than this. In the additional information emailed to the Committee Clerk on 27th March, we indicated whether names of organisation, or names of individuals were provided to us by Clerks- please see the attached email for details.

You asked about meetings with stakeholders who were to attend Committee. As set out in the Deputy First minister's letter of 15th March, in some cases, officials and stakeholders were aware of other stakeholders due to appear before Committee. Where officials discussed details of other stakeholders due to appear at Committee, these details had already been published on the Parliament website or had been brought to the attention of officials by Committee Clerks.

With regard to your request about FOI, we follow standard FOI procedure in relation to all FOI requests. **[Redacted Text]** will be happy to pick up any issues connected with the Protocol when you next meet.

I hope this further information is helpful.

Regards

[Redacted Text – SG Official]

[Redacted Text]

Better Life Chances Unit

[Redacted Text]

2C North Victoria Quay

Edinburgh EH6 6QQ

[Redacted Text]

From: Imrie S (Stephen)

Sent: 28 March 2018 17:16

To: **[Redacted Text – SG Official]**

Subject: Re: Follow up at official-to-official level

Not a problem at all **[Redacted Text]** There is no rush. I am away with the Committee in Sweden and Finland this week anyway. Perhaps we can chat before replying? I am very sorry to hear of the bereavement.

Stephen

Get [Outlook for iOS](#)

From: **[Redacted Text – SG Official]**

Sent: Wednesday, March 28, 2018 7:12:31 PM

To: Imrie S (Stephen); **[Redacted Text]**

Subject: RE: Follow up at official-to-official level

Stephen

I'm only just picking this up today as I have been out of the office for a couple of weeks due to a family bereavement. We'll respond when we can.

Regards

[Redacted Text – SG Official]

[Redacted Text]

Bill Team Leader

Children and Young People (Information Sharing) (Scotland) Bill

Area 1D South: Victoria Quay

[Redacted Text]

From: Imrie S (Stephen)

Sent: 22 March 2018 17:14

To: [Redacted Text – SG Official]

Subject: Follow up at official-to-official level

Dear **[Redacted Text – SG Official]**

The Education and Skills Committee discussed the Cabinet Secretary's recent letter and Annexes at its meeting yesterday. Members agreed that the Parliament's officials should seek clarification, **official-to-official**, on a number of points. This is to help us understand some aspects of the material that has been sent to the Committee. I am also taking the opportunity to provide information to you on some other issues.

Provision of the Forward Look and the terms of the Protocol between the Committees and the Scottish Government

The Protocol between the Committees and the Scottish Government sets out details of the relationship between these bodies and the type of day-to-day working relationship that is envisaged. The Protocol – at paragraphs 45 and 46 – sets out the need for respective officials to keep each other informed of developments. From our side, this means ensuring that we give reasonable advanced notice of forthcoming committee business.

One of the ways that we do this is by providing a Forward Look to the Minister for Parliamentary Business's Office each Friday on the forthcoming work of all of our committees. As stated on the document, this Forward Look is provided "to assist in forward planning" only. That is, to help ministerial private offices with their diaries and to help other Scottish Government officials know when a briefing may be required for ministerial appearances and which other organisations may also be appearing at the same meeting as the Minister.

I understand that the Clerk to the Committee has highlighted the terms of the Protocol to the bill team on a number of occasions. I would be grateful if you can confirm that this is your understanding of the use that can be made of the information in the Forward Look and any other information of a similar nature provided for the purposes of aiding the planning of work.

Witnesses for the meeting of 28 October 2017

The original version of Annexe C provided to the Committee states that the Scottish Government received details of which stakeholders were giving evidence at this meeting from the Committee Papers on 6 October. I understand that the Clerk has highlighted to you that Committee Papers were not issued on 6 October as it was at the start of the October recess. Could you clarify what was meant by "Committee Papers"?

The revised version of Annexe C now suggests that it was the 'Committee Clerks' that provided this information on 6 October. I understand that the Clerk to the Committee was on leave on 6 October and was travelling overseas on an early morning flight and a number of other clerks that support the Committee were also on

leave. Can you clarify what was meant by “Committee Clerks” and the date of 6 October?

Order of evidence

As per the Protocol above, the provision of information to the bill team on the order of evidence that was sent to Government was published on the Parliament's website soon afterwards. The email was marked “In confidence”.

Additionally, I understand that the Clerk refused a request on 26th October to provide a member of the bill team with witness names.

The Clerk also recalls that she raised her view that this was not an appropriate request with a more senior official who said they would discuss it with the individual who sent the email. The Clerk would appreciate confirmation as to whether you or others on the bill team can recall this, or any other occasion where you received feedback on stakeholder engagement from the Clerk, whether directly or indirectly.

Other queries about wording in Annexe C

Can you clarify what is meant in Annexe C by the phrase “found out which stakeholders were giving evidence”. This wording could be taken to mean the names of the actual witnesses giving evidence. Our records show that we did not know some of the witness names on the dates stated, only the organisations, so there are a number of names that could not have been shared.

Meetings with witnesses

The last point of clarification is to whether, during meetings with witnesses yet to attend committee, you discussed any other organisations giving evidence in advance of the organisation being in the published agenda. For example, the Clerk is of the understanding that an organisation attending on 1 November was discussed at a meeting you held on 26 October.

Releasing information under FOI

I fully appreciate the requirements placed upon the Scottish Government when releasing information in response to FOI requests. However, as a matter of courtesy, it would be appreciated if we were able to provide more advanced notice of your intention to do so where the information being released includes emails, letters etc. to/from the clerking team with the bill team.

The Committee next meets on Wednesday 18 April and so, if possible, I would appreciate a response from you before then so that we can inform the Committee of any clarification you have provided. I am out the office next week with the Committee but am contactable by email. I would be grateful if it was me that you were in contact with on this issue.

I would be happy to meet either in Holyrood or in your offices if that would prove helpful.

Regards,

Stephen Imrie

Clerk Team Leader

Education and Skills; Local Government and Communities; Culture, Tourism, Europe and External Relations committees

The Scottish Parliament

[Redacted Text]

www.scottish.parliament.uk



The Scottish Parliament
Pàrlamaid na h-Alba

Correspondence between Scottish Government and Education and Skills Committee Clerk – Code of Practice

From: [Redacted Text – Committee Clerk]
Sent: 20 June 2018 12:53
To: Fogarty H (Helen)
Subject: FW: code of practice

Dear Helen

Please see the emails below, grateful for a response in the next day or so if possible and if not early next week,

Regards

[Redacted Text – Committee Clerk]

From: [Redacted Text – Committee Clerk]
Sent: Wednesday, June 20, 2018 12:51 PM
To: [Redacted Text – SG Official]
Subject: FW: code of practice

Dear [Redacted Text –SG Official]

I am not sure how involved you are with the Code's development but grateful if you could pass the email below on to the appropriate person for a response,

Thanks

[Redacted Text – Committee Clerk]

From: [Redacted Text – Committee Clerk]
Sent: Wednesday, June 20, 2018 12:49 PM
To: [Redacted Text – SG Official]
Subject: RE: code of practice

Hi [Redacted Text – SG Official]

The Committee will consider its work programme again next week, at its last meeting before the Summer. I will update them on various pieces of possible business after the Summer Recess including legislation.

Can I just check that the timescales set out in your email below still stand? If so do you have a sense as to when in September the draft code might be published?

I saw in the latest minutes from the code development panel that the Cabinet Secretary received or is receiving an update in June so I wondered if there was any detail from that that can reasonably be shared?

I entirely understand if your preference would be for the Committee to write to the Chair of the panel so that any update comes direct from him and is in the public domain as opposed to just sharing this information with me.

Happy to discuss,

[Redacted Text – Committee Clerk]

From: [Redacted Text – SG Official]
Sent: Friday, May 18, 2018 10:03 AM
To: [Redacted Text – Committee Clerk]
Subject: RE: code of practice

Hi [Redacted Text – Committee Clerk],

Thank you for your email about timescales for the draft Code of Practice. The panel continue to work to their Terms of Reference and we therefore expect that consideration of the Children and Young People (Information Sharing) (Scotland) Bill could resume in September subject to the Committee's timetable.

Regards

[Redacted Text – SG Official]

[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 – Committee Clerk]
Sent: 17 May 2018 13:15
To: [Redacted Text – SG Official]
Subject: code of practice

Dear [Redacted Text – SG Official]

I'd be grateful if you could let me know whether or not you have any early idea as to whether or not the draft code of practice will be prepared by September? I would not plan to share this information with members, I just want to know whether this date (which was the earliest I was told it would be produced) remains a possibility?

I know this is a very early stage for this request but the clerking team is starting to think about how the rest of Stage 1 of the cyp info sharing bill will fit around other pieces of legislation and potentially new inquiries.

If you don't have a clear idea just now then grateful for an indication as to when you might know,

Hope that makes sense,

[Redacted Text – Committee Clerk]

The Scottish Parliament: Making a positive difference to the lives of the people of Scotland
Pàrlamaid na h-Alba: A' toirt deagh bhuaidh air beatha sluagh na h-Alba
www.parliament.scot : facebook.com/scottishparliament : twitter.com/scotparl

The information in this email may be confidential. If you think you have received this email in error please delete it and do not share its contents.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Correspondence between Scottish Government and Education and Skills Committee Clerk – Update on Panel Work

From: **[Redacted Text – Committee Clerk]**
Sent: 11 July 2018 09:57
To: **[Redacted Text – SG Official]**
Subject: GIRFEC panel

Hi **[Redacted Text – SG Official]**

I was wondering whether the Chair of the Panel would consider sending a letter to the Committee updating on the work undertaken so far on the Code? The reason I ask is that, for work programme planning after the summer, it would be useful to be able to share with members a provisional timescale for a draft Code being made available to the Committee. This assists in planning when Stage 1 scrutiny will recommence.

As the education bill is not being introduced the Committee has more time for other work and it needs to agree its work programme for the coming months in September so I can arrange all the necessary committee meetings / engagement work.

I know you previously mentioned September to me but I think it would be useful to have the information in a format that I can share with the Committee.

Regards

[Redacted Text – Committee Clerk]

The Scottish Parliament: Making a positive difference to the lives of the people of Scotland Pàrlamaid na h-Alba: A' toirt deagh bhuaidh air beatha sluagh na h-Alba

www.parliament.scot <<http://www.parliament.scot>> :
facebook.com/scottishparliament <<http://facebook.com/scottishparliament>> :
[twitter.com/scotparl](http://twitter.com/ScotParl) <<http://twitter.com/ScotParl>>

The information in this email may be confidential. If you think you have received this email in error please delete it and do not share its contents.

Correspondence between the Scottish Government on behalf of the Getting It Right For Every Child Practice Development Panel and the Education and Skills Committee about update on Panel work

From: [Redacted Text – SG Official] on behalf of Getting It Right For Every Child
Sent: 13 July 2018 14:43
Subject: Getting It Right For Every Child Practice Development Panel - Update
Attachments: GIRFEC Practice Development Panel - Letter from Ian to Stakeholders - 13th July 2018 - FINAL PDF.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Dear Colleague,

We are writing to you on behalf of the independent Getting It Right For Every Child Practice Development Panel with an update on their work. The Panel also want to give you advanced notice of how you can engage with their work so you can share your views.

The Panel was asked by the Deputy First Minister to develop an authoritative draft Code of Practice on information sharing to support the implementation of Part 4 (Named Person service) and Part 5 (Child's Plan) of the Children and Young People Act (2014).

Since February 2018, the Panel have met on a number of occasions and work on authoritative draft Code of Practice is progressing well. In order to ensure that everyone with an interest has the opportunity to fully engage on the draft Code, the Panel will launch a consultation and an engagement process in the coming weeks. More information on the consultation and the engagement process will follow soon.

Please find attached a letter from the Chair of the Panel, Professor Ian Welsh with further details. Please do not hesitate to get in touch if you have any queries.

Best wishes,

[Redacted Text – SG Official]

On behalf of the Getting It Right For Every Child Practice Development Panel

The attached letter in the above correspondence can be found at the following link –

- <https://beta.gov.scot/binaries/content/documents/govscot/publications/correspondence/2018/07/girfec-practice-development-panel-letters-july-2018/documents/79536c0c-6b47-4b82-9f04-fb1f4060462d/79536c0c-6b47-4b82-9f04-fb1f4060462d/govscot:document/?inline=true>

Correspondence between Scottish Government and Education and Skills Committee Clerk – follow up on letter to committee

From: [Redacted Text – SG Official]
Sent: 27 March 2018 09:28
To: [Redacted Text – Committee Clerk]
Cc: [Redacted Text]
Subject: RE: 25th October

Dear [Redacted Text – Committee Clerk],

I hope this finds you well and that everything went smoothly last Wednesday. You asked for the following additional information about the evidence sessions on the 4 October and 25 October:

- Were the names of the organisations and the name of individuals provided by Clerks to SG officials?
- Which Clerk provided this information?
- How was this information provided?

I have extracted the information from Annex C for both sessions in question and added the relevant headings. After further consultation with my team, I have updated the source of information for the National Day Nurseries Association (appearing on 4 October) as being provided by Committee Papers. This is because a team member no longer feels absolutely confident in their memory that this information was provided over the phone. The attachment now contains the full record and recollection that we have.

In summary, we believe that for both sessions the advance information was provided by Clerks over the phone. For the 4 October session, our recollection and records indicate that the Assistant Committee Clerk provided information on both organisation and the individual stakeholders appearing before Committee. For 25 October session, our recollection and records indicate that the Committee Clerk provided the names of the organisation only.

I hope this is of assistance, and as you say- enjoy Easter recess when it comes
[Redacted Text – SG Official]

From: [Redacted Text – SG Official]
Sent: 21 March 2018 10:39
To: [Redacted Text – Committee Clerk]
Cc: [Redacted Text]
Subject: RE: 25th October

Thank you for letting us know, [Redacted Text – Committee Clerk]
Apologies for not making your deadline,
[Redacted Text – SG Official]

From: [Redacted Text – Committee Clerk]

Sent: 21 March 2018 10:36

To: [Redacted Text – SG Official]

Cc: [Redacted Text]

Subject: RE: 25th October

Hello

Just to confirm the table has now been issued to members,
thanks

[Redacted Text – Committee Clerk]

From: [Redacted Text – Committee Clerk]

Sent: Wednesday, March 21, 2018 9:49 AM

To: [Redacted Text – SG Official]

Cc: [Redacted Text]

Subject: RE: 25th October

Dear all

The Committee meeting has now started - can you confirm whether you will be in a position to confirm any of the details requested below in say the next hour? If the answer is no I will circulate the revised table you sent to me yesterday at this stage.

Kind regards

[Redacted Text – Committee Clerk]

From: [Redacted Text – Committee Clerk]

Sent: Tuesday, March 20, 2018 2:12 PM

To: [Redacted Text – SG Official]

Cc: [Redacted Text]

Subject: RE: 25th October

Many thanks,

I thought that may well be the answer but I wanted to double check. I did not want any queries to generate a further letter from the committee and if I can correct that with them tomorrow then it can be closed off.

As I say, since I have been specifically asked, if you can let me know the witness / organisation name clarification that would be really helpful. It reads as if it is witness names 'stakeholders appearing before the committee' so I would appreciate that clarification. And if the details you received on 6th October were from us then I will need to know if it was witness names / organisations as I will most likely be asked the same about that date too. If you cannot recall then that is understandable to say that too. Also I assume it was a phone call on 6th? [Redacted Text] confirmed the September discussion was on the phone and I assume 6th October was on the phone too, but let me know. I deleted a large number of emails on this issue and so has my team a long time ago so, from a quick search my email exchanges on that day I / we don't have anything with the Government at all including on the bill.

And, one slightly delicate request that I hope can be dealt with in complete confidence - I am assuming your recollection that the person confirming the witness details was me? I am working on that assumption (I remember confirming a name to **[Redacted Text]** a wee while ago on the phone, even though it was back in september). The reason I ask is **[Redacted Text]**.

I am happy to take responsibility for answering questions on my emails / and mine and my team's actions tomorrow (if indeed that is the focus of the discussion at all).

Roll on Easter Recess,

[Redacted Text – Committee Clerk]

From: [Redacted Text – SG Official]
Sent: Tuesday, March 20, 2018 1:42 PM
To: [Redacted Text – Committee Clerk]
Cc: [Redacted Text]
Subject: FW: 25th October
Importance: High

Hi **[Redacted Text – Committee Clerk]**

Thank you for your enquiry on Sunday. You asked about entries about how SG officials became aware what stakeholders were going to provide evidence to the Education and Skills Committee on 25th October. In Annex C, we had listed the source as being “Committee Papers” on 6th October, however the entries should have read “Committee Clerks” for all (except for SPS who informed us on the 21 Sept, the relevant information about this was already in the Annex).

I have attached an updated version of Annex C, with the amendments highlighted for ease of reference.

Kind regards

[Redacted Text – SG Official]

From: [Redacted Text – SG Official]
Sent: 20 March 2018 09:40
To: [Redacted Text – Committee Clerk] [Redacted Text]
Cc: [Redacted Text]
Subject: RE: 25th October

Hi **[Redacted Text – Committee Clerk]**, I'll do my best to work to that.

I'll keep you updated,

[Redacted Text – SG Official]

From: [Redacted Text – Committee Clerk]
Sent: 20 March 2018 09:34
To: [Redacted Text – SG Official]
Cc: [Redacted Text]
Subject: RE: 25th October

Thanks **[Redacted Text – SG Official]**

If you have those details I would really appreciate those answers before the Committee discusses the letter (I am guessing 11 am tomorrow is the very earliest it will be discussed in committee) in case I am asked for clarification.

Kind regards

[Redacted Text – Committee Clerk]

From: [Redacted Text – SG Official]

Sent: Tuesday, March 20, 2018 9:29 AM

To: [Redacted Text – Committee Clerk] [Redacted Text]

cc: [Redacted Text]

Subject: RE: 25th October

Hi **[Redacted Text – Committee Clerk]**

I hope this finds you well. I'll look into this and will get back to you on these two points as soon as I can.

Kind regards

[Redacted Text – SG Official]

From: [Redacted Text – Committee Clerk]

Sent: 19 March 2018 18:34

To: [Redacted Text – SG Official]

Cc: [Redacted Text]

Subject: Re: 25th October

Hi there

Sorry but I have been asked whether the 'stakeholders' in the table in annexe c (where you mention that committee clerks gave you the details) you were provided with actual witness names or the names of the organisations?

When you are issuing some sort of an addendum from officials to clarify the 'committee papers' point for the 25th October meeting can you clarify if you mean witness names for the 4th October meeting?

Thanks

[Redacted Text – Committee Clerk]

Get [Outlook for iOS](#)

From: [Redacted Text – Committee Clerk]

Sent: Sunday, March 18, 2018 7:07:29 PM

To: [Redacted Text – SG Official]

cc: [Redacted Text]

Subject: 25th October

Hi **[Redacted Text – SG Official]**

I have been through the FOI now in full, I can only imagine how much work went into it. I need to be in a position to answer members questions on wednesday in private about what I shared with you and there is one thing I can't work out - what are the committee papers on 6th october that you refer to for the 25th october meeting? If it is in an email I don't have it and I am assuming it was not a phone conversation as it would say 'committee clerks'. Really grateful if you could let me know tomorrow. I am busy just now arranging a visit for the committee and so want to get on with that. ie I want to close off my reading for wednesday with whatever the 'committee papers' are. Hopefully easily answered. And needless to say if there are any more FOIs due to publish before it, **[Redacted Text]** mentioned three from a conservative msp I think or maybe an assistant, then please let me know tomorrow as a courtesy and I will highlight the responses to members to further inform their discussion.

I am working from home tomorrow so just reply by email as opposed to calling,

Kind regards

[Redacted Text – Committee Clerk]

Correspondence between Scottish Government and Education and Skills Committee Clerk – FOI query

From: [Redacted Text – SG Official]
Sent: 27 June 2018 15:15
To: [Redacted Text – Committee Clerk]
Subject: RE: foi : Children and Young people information sharing (Scotland) bill
Attachments: DFM letter to committee - 22nd May 2018.pdf; u441272_30-04-2018_14-29-41.pdf

Hi [Redacted Text – Committee Clerk]

Yes, additional information was released for FOI/17/02940 on the 22nd May. The information was identified when the Deputy First Minister was responding to a letter from 6 MSP's from the Education and Skills Committee regarding Freedom of Information requests and the Children and Young People (Information Sharing) (Scotland) Bill which was sent on the 22nd May. Please find this letter attached for reference.

Kind regards,

[Redacted Text – SG Official]

Communications and Administrative Officer
Children & Young People (Information Sharing) (Scotland) Bill Team | Getting It Right For Every Child | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ

The attachments in the above correspondence can be found attached with reference number D.1

From: [Redacted Text – Committee Clerk]
Sent: 21 June 2018 11:24
To: [Redacted Text – SG Official]
Subject: foi : Children and Young people information sharing (Scotland) bill

Good Morning [Redacted Text – SG Official]

My colleague [Redacted Text – Committee Clerk] asked me to check whether the following FOI is a republished one; as we believe that this was first published in January. If this is a republished FOI I would be grateful if you can confirm whether there is additional information added into this.

<https://beta.gov.scot/publications/foi-17-02940/> 30/5/18 originally published 22/1/18

Regards

[Redacted Text – Committee Clerk]

Committee Assistant

Education and Skills Committee

[Redacted Text]

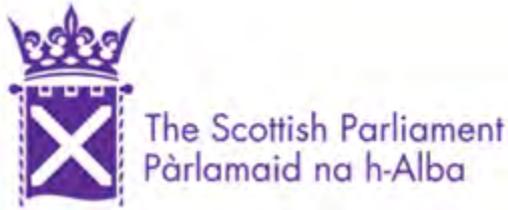
Room T3.40
The Scottish Parliament
Edinburgh
EH99 1SP

[Redacted Text]

[@SP_EduSkills](https://twitter.com/SP_EduSkills)

www.scottish.parliament.uk

🐦 Follow the Scottish Parliament on [Twitter](https://twitter.com/SP_EduSkills) | 🐦 Faigh fios mun Pàrlamaid na h-Alba air [Twitter](https://twitter.com/SP_EduSkills) |
Tha sinn a' cur fàilte air conaltraidhean sgrìobhte anns a' Ghàidhlig



The Scottish Parliament: Making a positive difference to the lives of the people of Scotland