Building Safer Communities: Note of Meeting 24.09.14
Scottish Fire and Rescue Service, Hamilton. 10:00.

In Attendance:
Lewis Ramsay – Scottish Fire and Rescue Service
Cathy Barlow - Scottish Fire and Rescue Service
Sheila Beck – NHS
Sid Patten - Scottish Fire and Rescue Service Board
Michael McDonnell – Transport Scotland
Lesley Nish – NHS
Allan Johnstone – Voluntary Action Scotland
Richard Whetton – Scottish Government / Improvement Service
Michelle Harrity – Scottish Government
Karen McDonnell – RoSPA
Jane Scott – With Scotland
Andrew Fyfe - ODS

Apologies:
Susan Frame – NHS
Celina Davis – ISD
Lesley Fraser / David Cowan – Housing Regeneration and Welfare

Note of Meeting:
LR welcomed members to the meeting and thanked everyone for their on-going support for Phase II.

LR provided a brief verbal update of the event held on 28 August (Planning Event) and expressed the feedback received from those who attended was they regarded it as a positive and informative event. He informed the group that he had recently taken over the role as Chief Fire Officers Association (CFOA) Director of Prevention, Protection and Road Safety, and that other UK colleagues were interested in the work under the BSC.

It was outlined that the purpose of the meeting was to collectively agree a clear direction for the way forward under Phase II. This would include discussion around; definitions, governance, priority areas and next steps.

Planning Event Overview:
AF (ODS) presented the findings from the Planning Event (presentation attached). Some of the key points included:

- "Harm" was the preferred word when investigating definitions.
- The programme needs to focus on prevention. It has to produce and not be seen as a "talking shop".

- The programme should clearly focus on building resilience.
- The group need to consider the long-term aspirations of Phase II. Where do we see it in 5-10 years' time?
- It will be beneficial to have some early wins and demonstrate success.
- Behavioural change is key to the work and consideration should be given to alternative methods to address this.
- Evidencing change is important but it was acknowledged that it is difficult to measure things that haven't happened due to a particular initiative or intervention.
- Capacity issues will be key for effective delivery.
- Links to community planning structures and SOAs should be a consideration throughout.

Definition:
It was agreed that the proposed definition from ODS (based on the Planning Event discussions) relating to harm was suitable for the remit of the group:

'Predictable and preventable unintentional physical or psychological harm'.

Through discussion, it was however agreed that it was not perfect, and it should be viewed as a working definition which lends itself to revision and widening the scope Phase II as work progresses.

Governance:
LR proposed the following governance arrangements:
- Overall accountability lies with the BSC Programme Board - of which he is a member.
- The members attending this meeting would form a "Executive Board". Chaired by LR, this group would perform a scrutiny role, overseeing the progress of thematic sub-groups.
- A number of thematic sub-groups would drive forward the work of the programme.

It was agreed that clear leadership, accountability and governance were crucial to drive the Phase, and the Executive Group could support this function.

The attendees identified that there were gaps in representation through current membership at the meeting and that the Executive Group was required to expand to include representative from other organisations/sectors.

LR proposed he would put together "Terms of Reference" for the group which he would circulate for comment. Once agreed, this document would be presented to the BSC Programme Board, along with proposals for Phase II for comment and agreement.

Priority Areas:
Based on discussions at the August event, practitioner knowledge and available statistics, it was proposed that four sub-groups be formed to address key priority areas, namely:

<u>Intelligence and Data</u>
This group would have a wide remit including data recording and sharing, review of tasking processes, mapping, use intelligence and information, causations factors, and identifying "need".

Initially it was agreed that in order to support the overall programme a mapping exercise of existing information would help to target and focus areas of work. This would include collating all relevant data sets and ideally incorporate current policy, literature and research, and identifying some of the common contributory factors. The resulting product may look something like a Strategic Assessment for preventable harm in Scotland.

It was acknowledge that the above may be the difficult to achieve without considerable resource, and some initial scoping work would be required to identify what was achievable taking into consideration timescales, skills and available information. It was suggested this work may adapt a phased approach; firstly to identity what the raw data is telling us; secondly, incorporate good practice, policy and underlying causes to produce a national overview; and thirdly, the provide recommendation for a national "data bank" to host and analysis safety data.

RW agreed to lead the Intelligence and Data group and proposed producing a scoping paper to consider the remit and next steps for the work stream, including membership and resource requirements.

<u>Home Safety</u>
The second area presented to the group for consideration was "Home Safety". As a large number of incidents of unintentional harm occur in the home it was seen as a key area of focus.

Potential topics to sit under the remit of the group may include; falls, ageing safely, assistive technology, fire safety, child safety and general accident prevention.

LR suggested the SFRS would lead on this work stream and he would appoint a suitable champion in due course to identify members and scope out the remit of the group [Update: Jim Scott, from SFRS now appointed to lead this workstream].

<u>Road Safety</u>
It was acknowledge there is already a lot of existing good practice in this thematic area, driven largely by the Scotland's Road Safety Framework. It was however felt that all relevant agencies need to collate existing materials/good practice and agree a collective way forward for road safety education in Scotland.

MM (or a relevant representative from Transport Scotland) will lead this group.

<u>Outdoor Safety</u>
The final priority area agreed upon was outdoor safety. This may include; water safety, slips trips and falls, and the concept of "inviting neighbourhoods" which promote health, citizenship and empower communities.

It was agreed that communities needed to be represented on this group and that it was important to tie in with Phase I of the BSC Programme in relation to perception and fear of crime.

LR agreed to identify a suitable lead for this group.

There are cross-cutting themes across all groups; inequalities, ageing safely, children and young people, information sharing, behavioural change, rurality etc. The Executive Group will oversee the sub-groups and identify where work streams overlap and complement each other to avoid duplication and ensure maximum benefit from the programme. It was also suggested that behavioural change may be an area of work that may need to be looked at separately as a focussed piece of work later on in the development of Phase II.

In order to keep stakeholders engaged and informed with progress it was suggested that the BSC website would be utilised. This will be investigated further with Scottish Government colleagues.
It was acknowledged that the group needs to look wider than just Scotland for good practice and effective policy. This should not only include the UK, but worldwide.

The group briefly discussed constraints around the programme which may affect delivery, namely; finances, political support, promotion and marketing, support and buy-in from local authorities and Community Planning Partnerships, legislation, sharing of information, capacity and measuring success.

Next Steps
LR agreed to present the proposals to the BSC Programme Board and Ministers (if required) to lobby the work of Phase II.

Each sub-group lead was asked to consider membership for their own group and initial priorities. It was acknowledge these would change over time as the work streams mature and more intelligence is gathered and presented.

It was agreed that the individual groups should being to focus on relevant policy / research in their own thematic areas and not be reliant on the Intelligence and Data group.

Date of Next Meeting
Thursday 4th December [Update: meeting held 13 January 2015]
Scottish Fire and Rescue Service
Bothwell Road
Hamilton
10:30.