



Children's Hearings Scotland



WEST DUNBARTONSHIRE CHILDREN'S PANEL ADVISORY COMMITTEE (CPAC)

CPAC members are expected to play a key role in the appointment, re-appointment and monitoring of panel members' performance across the children's hearings system. If appointed the post holder will be expected to remain in post for a period of two to three years. Re-appointment is based on the satisfactory completion of CPAC training and feedback from the CPAC Clerk and Chair.

Role of the CPAC member

Under the terms of the Children (Scotland) Act 1995, CPAC members are responsible for:-

- ◇ Submitting names of possible panel members to Scottish Ministers
- ◇ Advising Scottish Ministers on the suitability of persons referred to them as potential panel members
- ◇ Advising Scottish Ministers on such matters relating to the general administration of the panels as may be referred to them

Scottish Ministers will refer the following matters to CPAC members for advice:

- ◇ The volume of work which may be expected to fall on each children's panel
- ◇ The number of panel members to be appointed to the panel
- ◇ The duration of appointments and re-appointments of panel members
- ◇ The candidates to be considered for appointment as panel Chairs and Deputy Chairs
- ◇ The satisfactory completion of pre-service training by panel members
- ◇ Advice on action to be taken in any circumstances which may cast doubt on the fitness of a panel members to serve

- ◇ The extent to which any further training for panel members may be needed

Performance criteria

- ◇ Become knowledgeable about the work of panel members within their local authority area. This will involve participation in panel meetings and training sessions.
- ◇ Observe hearings at regular intervals/on an ongoing basis in order to collect sufficient information on which to base an evaluation and thus, a fair assessment of panel members' abilities and performance in the decision-making process.
- ◇ Analyse and assess information
- ◇ Acknowledge any gaps in panel members' knowledge and seek information and advice from relevant sources
- ◇ Maintain confidentiality by storing any notes/papers safely
- ◇ Explain clearly to panel members the set criteria against which performance is measured.
- ◇ Be clear about the purpose of each observation, meeting or interview
- ◇ Undertake necessary preparatory work prior to attending hearings. Read and absorb information received prior to hearing observation, meeting or interview
- ◇ Identify key issues noting any gaps in the information provided
- ◇ Identify and use only relevant facts and information in order to come to a decision. Identify areas requiring clarification.
- ◇ Ensure all and, as far as possible, only relevant issues are addressed and considered
- ◇ Provide constructive feedback to panel members after a hearing and allow panel members opportunities to express a view if s/he wishes to do so
- ◇ Keep accurate reports of hearing observations
- ◇ Maintain the confidentiality of the hearing and store hearing papers (where applicable) securely

- ◇ Contribute to decisions and recommendations of the committee
- ◇ Articulate own recommendations confidently and give clear reasons
- ◇ Take gender, ethnic and cultural issues into account
- ◇ Consult with committee members prior to the start of interview as to how these will be managed