

**North Ayrshire Adult Protection Committee
Thursday 8 February 2018 at 10:00am
Garnock Room, Ground Floor, Cunninghame House, Irvine**

Present

John Paterson, Independent Convenor (Chair)
 Jim Anderson, Group Manager, Scottish Fire & Rescue Service
 Kirsty Calderwood, Child Protection Lead Officer, North Ayrshire Child Protection Committee
 Mary Francey, Senior Manager Locality Services, NAHSCP
 Pete Gilfedder, Senior Nurse (AMH Inpatient & Forensic Services and ANP Service), NAHSCP
 David MacRitchie, Chief Social Work Officer, NAHSCP
 Ann McArthur, ASP Link Officer Acute Services, NHS Ayrshire & Arran
 Eleanor McLaren, Team Manager Litigation, NAC Legal Services
 Angela O'Neill, Associate Nurse Director (Acute), NHS Ayrshire & Arran
 Alistair Reid, Senior Manager AHPs, NAHSCP
 Ann Reid, Senior Nurse (Health & Community Care), NAHSCP
 Fiona Thomson, Mental Health Services Public Reference Group
 Brenda Walker, Senior Officer Adult Support & Protection, NAH&SCP

In Attendance

Caroline Conway, Senior Clerical Assistant, NAHSCP (Minutes)
 Johannah Lamont, Learning & Development Adviser Adult Support & Protection, NAHSCP
 Heather Molloy, Local Integration Lead, Scottish Care (deputizing for N Wanless)

Apologies

Philip Gosnay, Senior Manager, Education & Youth Employment, NAC
 Dr Paul Kerr, Clinical Director, NAH&SCP
 David Rowland, Head of Service Health & Community Care, NAH&SCP
 David Thomson, Associate Nurse Director / IJB Lead Nurse, NAHSCP
 Nigel Wanless, Scottish Care
 Vicki Yuill, Arran CVS

Invited but Did Not Attend

Maureen Johnston, Inspector, Care Inspectorate
 Colin Martin, Superintendent, Police Scotland

Item		Action
1	<u>Welcome & Apologies</u>	
1.1	J Paterson opened the meeting by welcoming the Committee and invited introductions.	
1.2	Apologies are as noted above.	
2	<u>Previous Minutes (Paper 1)</u>	
	The minutes of the meeting held on 9 November 2017 were agreed as accurate.	
3	<u>Matters Arising (Paper 1)</u>	
	<ul style="list-style-type: none"> • Item 3 Matters Arising (Item 5 ASP Stakeholder Evaluation) 	

	<p>B Walker advised that she has clarified with the Information Systems Team that answering the question regarding Advocacy is mandatory on the AP1 CareFirst form.</p> <ul style="list-style-type: none"> • Item 3 Matters Arising (Item 4 ASP Practice – Role of Health Staff in ASP Investigations) Discussed at Item 11. • Item 3 Matters Arising (Item 13 Harm Escalation Process - Rochdale Paper) The ASP Improvement Subgroup will be looking at the Rochdale Paper / Harm Escalation Process at their Planning Day taking place 15 February 2018; B Walker will update the Committee at the next meeting. • Item 5 Convenor’s Report As D Thomson was not in attendance at the meeting today, an update regarding possible NHS representation at the National Adult Protection Forum was not available. • Item 8 Key Performance Indicators Report In terms of strengthening links with GP practices, B Walker updated that she has met with Lorna McGoran (who manages the Community Link Workers based in GP practices) and gave her some ASP leaflets and posters which the Community Link Workers will make available in the GP practices. B Walker further updated that she has delivered an ASP presentation to GP Practice Managers, delivered an input to GPs at their Locality meeting and a request has been made for her to present to the GP Practice Nurses. <p>As D Thomson was not in attendance at the meeting today, an update as to whether he has spoken with P Kerr regarding linking ASP to the GP Locality Group was not available.</p> <ul style="list-style-type: none"> • Item 10 Duty of Candour B Walker advised that the ASP Improvement Subgroup will be sense checking this document at their Planning Day on 15 February 2018, and will update the Committee at the next meeting. • Item 13 Large Scale Investigations B Walker updated that given the number of changes to ASP processes, the decision has been taken to hold Staff Briefing Sessions to support a Briefing Note. Large Scale Investigations will be included in both the Staff Briefing Session and accompanying Briefing Note. The sessions are scheduled for the end of April 2018; B Walker will update the Committee at the next meeting. 	<p>BW</p> <p>DT</p> <p>DT</p> <p>BW</p> <p>BW</p>
4	<u>Convenor’s Report</u>	
4.1	National Convenors’ Meeting	
	J Paterson advised that the National Convenors have not yet met since the meeting reported at the last Committee.	

	<ul style="list-style-type: none"> • A number and variety of comments have been received on the draft Significant Case Review Guidance. The working group taking this forward is to be reconvened to consider these. • Funding for the National Adult Protection Co-ordinator post has been secured for another year. 	
4.2	<p>Chief Officers' Group Update</p> <p>The last meeting was heavily focussed on Child Protection issues given the upcoming Significant Case Review.</p>	
4.3	<p>Pan Ayrshire APC Convenors & ASP Lead Officers Group Update</p> <p>The main items discussed were: -</p> <ul style="list-style-type: none"> • Prevent, which is to remain on the agenda for future meetings. • The Adverse Event Review (AER) / Significant Case Review (SCR) process. It was noted that there has been little progress in aligning the processes. The AER process is at the consultation stage; it is recognised that the outcome of the consultation will impact on the ASP SCR process review, which has been postponed until the outcome of the AER is known. It was also noted that the Convenors and Lead Officers have not had the opportunity as yet to comment. This item will also remain on the agenda for future meetings. 	
4.4	<p>APC 2018 Development Session</p> <p>This year's Development Session will take place immediately following the business meeting on 3 May 2018 (lunch will be provided). To accommodate the Development Session the venue for the business meeting has been changed to Greenwood Conference Centre, Irvine. The session will include a presentation on the Ellen Ash case. The Committee was asked to consider other possible topics / speakers for the session; these should be forwarded to B Walker.</p>	All
5	<p><u>Senior Officer's Report (Paper 2)</u></p>	
	<p>The Committee noted the Senior Officer's Report (Paper 2).</p> <p>The following were highlighted: -</p> <ul style="list-style-type: none"> • In 2017 (calendar year) 526 ASP referrals and 1,580 Adult Concern reports were received. • A O'Neill advised that the AER process is currently being rewritten and will be sent out for wider consultation once a draft is available. • A O'Neill commented that she feels the referral numbers for Acute Services are higher than what is noted in the Report. A McArthur agreed to take a more in-depth look at her data to clarify if there is a discrepancy. • The reason for the increase in the number of referrals from Quarter 2 (July-September) to Quarter 3 (October-December) 2017 is not currently clear. 	AMcA

6	<u>Adult Protection Committee Work Plan Update (Paper 3)</u>	
	<p>The Committee noted the Adult Protection Committee Work Plan (Paper 3).</p> <p>All items are on target for completion by the end of the current ASP Biennial reporting period April 2016 – March 2018.</p> <p>The ASP Improvement Subgroup will consider work to be taken forward for 2018-2020; B Walker will feed back their suggestions to the Committee at the next meeting.</p>	BW
7	<u>Key Performance Indicators Report (Paper 4)</u>	
	<p>The Committee noted the Key Performance Indicators Report (Paper 4).</p> <p>The following were highlighted: -</p> <ul style="list-style-type: none"> • There were no GP referrals received in Quarter 3, however it is expected that the overall target for the 2016-2018 Biennial Report will be met. • The target from Health staff within the HSCP has not been met in Quarter 3; it is however noted this is showing an upward trend. • The target for NHS Acute Services has not been met; this is showing a downward trend. • The People’s Panel exercise has been postponed by the Community Planning Partnership. • The target for referrals from other agencies has consistently increased. • 2018 Staff Satisfaction Survey is due to be sent out in the next week. • 46% of adults attended their ASP Case Conference; the target has not been met and is showing a downward trend. It is hoped that potential additional work with Advocacy Services and other staff will help increase this number. • The target for the number of staff attending or submitting reports to Case Conferences has not been met, showing a downward trend. It is noted there is no process to follow up invitees who do not attend or send a Report and that there is currently no Case Conference Report Pro Forma. B Walker will take this to the ASP Improvement Subgroup and will feed back to the Committee at the next meeting. P Gilfedder commented that using facilities such as teleconferencing could be a way of allowing staff to participate in Case Conferences without physically being there. It was however noted that some frequently used venues do not have this facility. 	BW
8	<u>ASP Learning & Development Update</u>	
	<p>Johannah Lamont delivered a presentation on the progress of ASP Learning and Development.</p> <p>Key points: -</p> <ul style="list-style-type: none"> • 995 people received ASP training in 2017. • New courses have been added to the 2018 calendar <ul style="list-style-type: none"> ➤ Council Officer Refresher – this has been requested by Council Officers to update their knowledge and practice. 	

	<p>The model is being developed by the West of Scotland ASP Learning & Development Group.</p> <ul style="list-style-type: none"> ➤ ASP for Managers – this is to support those who have line management responsibility for Council Officers and have responsibility for authorising ASP assessments, and in recognition that not all Council Officer managers are from a Social Work background. • There are not a lot of courses scheduled for January 2018 as there is not a great deal of demand at that time of year and, as a result of low number of nominations, courses have had to be cancelled. There is however more demand for courses from February onwards, which are quickly filled as a result of NAC's staff Performance & Personal Development reviews and by targeted promotion of courses via Partners. • The revised pan Ayrshire Council Officer training took place in November 2017. This comprised of four consecutive days' training with two call back sessions arranged for 2018. The initial feedback has on the whole been positive but there are also some areas for improvement. • More work is required with financial organisations. • Bespoke sessions were held for NAC Housing Services and Building Services staff. As a result, Building Services has recognised that their managerial / supervisory and administrative staff should attend ASP Level 2 and have booked places on the 2018 dates. 	
9	<u>Pan Ayrshire Learning & Development Strategy (Paper 5)</u>	
	<p>The Committee noted the Pan Ayrshire Learning & Development Strategy (Paper 5).</p> <p>The Committee agreed that it would be valuable for the Strategy to reflect that ASP training is offered by agencies other than the H&SCP. B Walker will action this request.</p>	BW
10	<u>Pan Ayrshire Event 2017 Evaluation (Paper 6)</u>	
	<p>The Committee noted the Pan Ayrshire 2017 Event Evaluation (Paper 6).</p> <p>B Walker commented that the presentation from 'Safe to Say' was not what she had been expecting, as despite conversations with the Facilitator about the audience and focus for the event, the workshop delivered was more of a standard CSA (Childhood Sexual Abuse) input for frontline staff. However, it is noted that this was not reflected in the evaluations, which were very positive. It is thought this could be as a result of the afternoon being much more appropriate to the audience and in particular the presentation given by a carer whose son had been through ASP and had a very positive outcome. The presentation was very powerful and had a strong impact on the audience.</p>	
11	<u>Proposal – NHS in Role of the Second Person in ASP Investigations (Paper 7)</u>	
	The Committee noted the NHS in Role of the Second Person in ASP Investigations proposal (Paper 7).	

	<p>The proposal looks at the benefits and challenges of NHS staff acting in the role of the Second Person in ASP Investigations. The Committee is keen to see a short pilot as suggested, agreeing the North Ayrshire Drug & Alcohol Recovery Service (NADARS) may be the best placed team to carry out the pilot given they are now a fully integrated Health and Social Work team. B Walker will contact the relevant managers to discuss this possibility.</p> <p>The Committee also agreed that a model would need to be developed to ensure trained staff have the opportunity to use and maintain their learned skills.</p>	BW
12	<u>Adults Who Go Missing from Care Homes (Paper 8)</u>	
	<p>The Committee noted the Adults Who Go Missing from Care Homes paper (Paper 8).</p> <p>P Gilfedder commented that NHS has a procedure in place for adults who go missing from wards that is followed prior to contacting police. H Molloy agreed to clarify the procedures care homes have in place. There was agreement that if care homes require a procedure, a working group to ensure consistency would be beneficial and the working group should have representation from Police Scotland.</p>	NW (HM)
13	<u>Case File Audit Report (Paper 9)</u>	
	<p>The Committee noted the Case File Audit Report (Paper 9).</p> <p>B Walker highlighted that some issues were raised during the Audit regarding the number of sexual harm cases that had occurred in care homes. The Committee agreed that this should be further explored, to include looking at protocols and prevention. This work will be delegated to the ASP Improvement Subgroup. It was noted that this issue was not raised during the recent Joint Thematic Inspection.</p>	
14	<u>Joint Thematic Inspection Update</u>	
	<p>The Care Inspectorate delivered an informal feedback presentation on 11 January 2018. The comments overall were positive, highlighting that there were good interventions and pathways in place. The lack of Advocacy support for adults who do not have a mental health condition was highlighted, as was the time spent by Police Officers supporting adults in distress.</p> <p>The individual report for North Ayrshire is expected in early March 2018, with the benchmarking report with all six Partnerships involved in the Inspection expected late March 2018.</p>	
15	<u>Partner Updates (Papers 10 & 11)</u>	
15.1	<p>The Committee noted Paper 10, submitted by M Francey.</p> <p>M Francey highlighted that there is an issue with ASP referrals mistakenly being put onto the TRAK system, instead of using the approved ASP referral process and therefore not being further actioned to ASP timescales; measures are being taken to address this.</p>	

15.2	<p>The Committee noted Paper 11, submitted by A McArthur.</p> <p>A McArthur highlighted the following: -</p> <ul style="list-style-type: none"> • ASP Essential module on Learnpro has been promoted via Daily Digest and Enews. There has been a good uptake. • The ASP Advanced module on Learnpro has been through the consultation stage and has recently gone live. Uptake numbers will be monitored. • An ASP resource folder is currently being printed; once available it will be issued to wards within Crosshouse and Ayr hospitals. • The Pan Ayrshire ASP Learning & Development Framework is being promoted to staff and is available on AthenA. • An ASP checklist poster and postcard is being developed to help assist staff to consider possible signs of harm. • Work is ongoing regarding exploring effective ASP referral pathways for Acute Services staff. 	
15	<u>Any Other Competent Business</u>	
	None.	
17	<u>2018 Meeting Dates</u>	
	<ul style="list-style-type: none"> • 3 May 2018 (extended to include lunch followed by Development Session; business meeting and Development Session both taking place within Greenwood Conference Centre, Irvine) • 23 August 2018, Cunninghame House, Irvine • 15 November 2018, Cunninghame House, Irvine <p>All Thursdays at 10:00am</p>	

JP/CC
26 February 2018