

**North Ayrshire Adult Protection Committee
Thursday 3 May 2018 at 10:00am
Greenwood Conference Centre, Irvine**

Present

John Paterson, Independent Convenor (Chair)
Mary Francey, Senior Manager Locality Services, NAHSCP
Pete Gilfedder, Senior Nurse (AMH Inpatient & Forensic Services and ANP Service), NAHSCP
Philip Gosnay, Senior Manager, Education & Youth Employment, NAC
Ann McArthur, ASP Link Officer Acute Services, NHS Ayrshire & Arran
Eleanor McLaren, Team Manager Litigation, NAC Legal Services
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
Nigel Wanless, Scottish Care

In Attendance

Barbara Connor, Third Sector Interface (deputising for V Yuill)
Colin Convery, Inspector, Police Scotland (deputising for C Martin)
Caroline Conway, Senior Clerical Assistant, NAHSCP (Minutes)
Gillian Plenderleith, Financial Intervention Officer, NAC Finance (ASP Improvement Subgroup member)
Pamela Wheeler, Clinical Nurse Manager, NHS Ayrshire & Arran (deputizing for A O'Neill)

Apologies

Jim Anderson, Group Manager, Scottish Fire & Rescue Service
Kirsty Calderwood, Child Protection Lead Officer, North Ayrshire Child Protection Committee
Maureen Johnston, Inspector, Care Inspectorate
Dr Paul Kerr, Clinical Director, NAH&SCP
David MacRitchie, Chief Social Work Officer, NAHSCP
Colin Martin, Superintendent, Police Scotland
Angela O'Neill, Associate Nurse Director (Acute), NHS Ayrshire & Arran
Alistair Reid, Senior Manager AHPs, NAHSCP
David Rowland, Head of Service Health & Community Care, NAH&SCP
David Thomson, Associate Nurse Director / IJB Lead Nurse, NAHSCP
Vicki Yuill, Arran CVS

Item		Action
1	Welcome & Apologies	
1.1	J Paterson opened the meeting by welcoming the Committee and those in attendance, and invited introductions.	
1.2	Apologies are as noted above.	
2	Previous Minutes (Paper 1)	
2.1	The minutes of the meeting held on 8 February 2018 were agreed as accurate.	

2.2	<p>All actions from the previous meeting are complete with the exception of the undernoted item which remains in progress: -</p> <ul style="list-style-type: none"> • Item 3 Matters Arising (Item 8 Key Performance Indicators Report - (Links to GPs) D Thomson has advised that he will be meeting with P Kerr regarding linking ASP to the GP Locality Group. 	DT
3	Matters Arising (Papers 1 & 2)	
	<ul style="list-style-type: none"> • Item 4.3 Pan Ayrshire APC Convenors & Lead Officers' Group Update The issue of the continued delay in progressing alignment of the Adverse Event Review and Significant Case Review processes has been raised with the North Ayrshire Chief Officers' Group. • Item 12 Adults Who Go Missing From Care Homes The Committee noted the paper submitted by Heather Molloy on behalf of Scottish Care (Paper 2). N Wanless noted that he is confident most care homes are aware of what action to take in these circumstances. B Walker added that this is on the agenda for the ASP Care Home Event, taking place 17 May 2018. C Convery also added that the number of adults who go missing from their own home is small but resource intensive. 	
4	Convenor's Report	
4.1	<p><u>National Convenors' Meeting</u></p> <p>J Paterson was unable to attend the last National Convenors' meeting.</p>	
4.2	<p><u>Chief Officers' Group Update</u></p> <p>The Chief Officers' Group considered the report from the multi-agency ASP Case File Audit held in August/September 2017. Concern was noted that all the Sexual Harm cases in the Audit involved elderly females in care homes. The Chief Officers were therefore reassured to note the recommendation for a further piece of work in relation to this finding.</p>	
4.3	<p><u>Consultation Responses</u></p> <p>Comments from the Committee regarding the Consultation on the proposed changes to the Adults With Incapacity Act have been collated and submitted to Social Work Scotland via D MacRitchie.</p> <p>J Paterson commented that the proposed changes are satisfactory on the whole, however some practicalities need to be clarified e.g. responsibilities are not clear.</p> <p>Regarding proposed changes to the Appropriate Adult Scheme, comments will be made via M Francey; again the principles are satisfactory however it is not</p>	

	known if funding will be made available from Scottish Government to finance the necessary resources.	
5	Senior Officer's Report (Paper 3)	
	<p>The Committee noted the Senior Officer's Report (Paper 3).</p> <p>The following were highlighted: -</p> <ul style="list-style-type: none"> • The number of ASP Referrals has continued to decrease whilst the number of Adult Concern Reports has continued to increase. • B Walker is part of the national working group that is looking at the National Significant Case Review Guidance. It is noted that the work is nearing completion. • Along with J Paterson, B Walker is also part of the national working group that is taking forward work in relation to GPs. • A pan Ayrshire short life working group has been established to look at issues relating to hoarding, following the Hoarding events in 2017/2018. North Ayrshire is leading on this. • B Walker, along with J Paterson and D Rowland, delivered an input on ASP to North Ayrshire Council Elected Members. • The Learning from Case Reviews event, which was open to all agencies, took place in March 2018; the event was well attended and positively evaluated. 	
6	Adult Protection Committee Work Plan 2016-2018 (Paper 4)	
	<p>The Committee noted the Adult Protection Committee Work Plan 2016-2018 (Paper 4).</p> <p>All actions on the Work Plan for this period have been completed.</p>	
7	Key Performance Indicators Report 2016-2018 (Paper 5)	
	<p>The Committee noted the Key Performance Indicators Report 2016-2018 (Paper 5).</p> <p>Some of the targets will be carried over into the 2018-2020 reporting period; this is on the agenda for discussion at the Development Session taking place immediately after this meeting. The proposed targets for future KPI Reporting will be discussed in detail at this time.</p>	
8	Adult Protection Committee Draft Documentation 2018-2020 (Papers 6a, 6b & 6c)	
8.1	<p><u>Continuous Improvement Framework (Paper 6a)</u></p> <p>The Committee approved the Continuous Improvement Framework, subject to the KPIs being agreed at the Development Session following this meeting. (Paper 6a).</p>	

	It is noted that the high level outcomes for this period remain the same as those in 2016–2018, although the actions to achieve these have changed. This paper will be submitted to the next meeting of the Chief Officers’ Group.	
8.2	<p><u>Self-Evaluation & Audit Strategy (Paper 6b)</u></p> <p>The Committee ratified the Self-Evaluation & Audit Strategy 2018–2020 (Paper 6b), subject to any minor amendments requested.</p> <p>The Committee was requested to submit any comments on the Strategy to B Walker by 14 May 2018. Thereafter, the finalised documents will be submitted to the next meeting of the Chief Officers’ Group.</p>	All
8.3	<p><u>Service User & Carer Engagement (Paper 6c)</u></p> <p>The Committee ratified the Service User & Carer Engagement Strategy 2018-2020 (Paper 6c), subject to any minor amendments requested.</p> <p>The Committee was requested to submit any comments on the Strategy to B Walker by 14 May 2018. Thereafter, the finalised documents will be submitted to the next meeting of the Chief Officers’ Group.</p>	All
9	Micro Audit – Work Undertaken Under Inquiry (Paper 7)	
9.1	<p>The Committee noted the Micro Audit – Work Undertaken Under Inquiry paper (Paper 7).</p> <p>The micro audit was carried out at the ASP Improvement Subgroup Planning Day held in February, in response to concerns that work that would constitute an ASP Investigation was being undertaken as part of the Inquiry.</p> <p>The micro audit comprised of forty-nine cases that did not progress beyond Inquiry. The outcome was that in most cases the appropriate amount of work was undertaken, and progressing to Investigation would have been recommended in only a small number of cases. The appropriate level of work for Inquiry and Investigation has been discussed at length during the recent ASP Briefing Sessions for Social Work staff, and will be included in the subsequent Briefing Notes.</p>	
9.2	In terms of Health staff acting in the role of the Second Person in ASP Investigations, it has not been possible for the proposed integrated team to take forward a pilot at this time. As such, it has been agreed that if a HSCP Health member of staff is best placed to be the Second Person they can do so without having completed the Role of the Second Person training; they will however be fully supported by the Council Officer. This was agreed by Stephen Brown (Director, NAHSCP).	
10	Cross Boundary Good Practice Principles (Paper 8)	
	The Committee noted the Cross Boundary Good Practice Principles paper (Paper 8).	

	The document clarifies appropriate information sharing and responsibilities when an adult subject to ASP measures moves from one Local Authority area to another.	
11	Member Attendance & Representation at Adult Protection Committee	
	<p>J Paterson reminded the Committee that members are expected to attend a minimum of 50% of meetings and should send a deputy where possible if they are unable to attend themselves.</p> <p>The Committee agreed that the current membership was appropriate. It was suggested that perhaps a representative from the Scottish Court Service would be beneficial.</p> <p>J Paterson will arrange for the 2016-2018 member attendance to be circulated to the Committee for their information (note the document will only show designations of members).</p>	JP
12	Partner Updates (Paper 9)	
12.1	The Committee noted the NAHSCP update submitted by M Francey and Ann Reid (Paper 9).	
12.2	A McArthur advised that her Partner Update paper was not submitted in time for inclusion with the meeting papers and requested if it could be circulated to the Committee for their information; B Walker will make arrangements.	BW
13	Any Other Competent Business	
	None.	
17	2018 Meeting Dates	
	<ul style="list-style-type: none"> • 23 August 2018, Cunninghame House, Irvine • 15 November 2018, Cunninghame House, Irvine <p>All Thursdays at 10:00am</p>	

JP/cpconway
17 May 2018