North Ayrshire Adult Protection Committee  
Thursday 28 February 2019 at 10:00am  
Garnock and North Coast & Islands Rooms, Cunninghame House, Irvine

**Present**
John Paterson, Independent Convenor (Chair)  
Kirsty Calderwood, Child Protection Lead Officer, North Ayrshire Child Protection Committee  
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  
Brenda Walker, Senior Officer Adult Support & Protection, NAH&SCP

**In Attendance**
Colin Convery, Inspector, Police Scotland (deputising for C Martin)  
Caroline Conway, Senior Clerical Assistant, NAHSCP (Minutes)  
Madeleine Pender, Solicitor (Litigation), NAC Legal Service (deputising for E McLaren)  
Pamela Wheeler, Clinical Nurse Manager, NHS Ayrshire & Arran (deputising for A O’Neill)

**Apologies**
Mary Francey, Senior Manager Locality Services, NAHSCP  
Dr Paul Kerr, Clinical Director, NAH&SCP  
Eleanor McLaren, Team Manager Litigation, NAC Legal Services  
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  
Ann Reid, Senior Nurse (Health & Community Care), NAHSCP  
David Thomson, Associate Nurse Director / IJB Lead Nurse, NAHSCP  
Fiona Thomson, Mental Health Services Public Reference Group  
Nigel Wanless, Scottish Care  
Vicki Yuill, Arran CVS

**Invited but Did Not Attend**
Kenny Hankinson, Group Manager, Scottish Fire & Rescue Service  
Helen McArthur, Senior Manager Community Care Services, NAHSCP  
Maureen Johnston, Inspector, Care Inspectorate

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<tr>
<th>Item</th>
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<tr>
<td><strong>1</strong></td>
<td>Welcome &amp; Apologies</td>
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<tr>
<td><strong>1.1</strong></td>
<td>J Paterson opened the meeting by welcoming the Committee and those in attendance, and invited introductions.</td>
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<td><strong>1.2</strong></td>
<td>Apologies are as noted above.</td>
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<td><strong>2</strong></td>
<td>Previous Minutes (Paper 1)</td>
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<td>The minutes of the meeting held on 15 November 2018 were agreed as accurate, allowing for an amendment to Item 6; A McArthur clarified that the guidance being developed by Public Health relates to human trafficking, not labour abuse as noted.</td>
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### 3 Matters Arising

All actions from the previous meeting are complete.

- **Item 3 Matters Arising (Item 11.3 ASP Inspection – Discussion Paper)**
  The issue of accessing timely capacity assessments was tabled at the September meeting of the ASP Improvement Subgroup on 12 December 2018. The Subgroup advised that gathering staff views via a SurveyMonkey from operational staff would be the best way forward; this will be organised.

### 4 Convenor's Report

#### 4.1 National Convenors’ Meeting

- Kirsty McGrath (Scottish Government) attended to provide an update on the proposed revisions to the Adults With Incapacity legislation. The implementation has been delayed due to the proposed introduction of a three-tier system; the consensus from the consultation was that the lowest tier was somewhat “woolly” and required some improvements. As such, a two-tier system is now being considered. There is strong support for establishing places within the community where robust assessments of mental health can take place (assessments presently take place within a hospital setting).

- Dale Meller was in attendance to deliver an update from the ASP Policy Forum.

- The National ASP Forum has agreed to meet three times a year, their next meeting is scheduled for May 2019.

- Paul Comley (National Adult Protection Co-ordinator) asked about the level of engagement from the Scottish Ambulance Service; there is a varied picture nationally.

#### 4.2 Chief Officers’ Group Update

There were no issues of note for the Committee from the last meeting of the Chief Officers’ Group.

#### 4.3 Ayrshire APCs Convenors & ASP Lead Officers’ Group

The group is taking forward work relating to ensuring that the document previously agreed and now updated (Joint Working Position Statement relating to how the three Ayrshire Adult Protection Committees’ work together) will now be amalgamated into the Terms of Reference/Constitutions for the three APCs when these become due for review. When this is complete the Joint Working Position Statement will become obsolete.
The Committee noted the Senior Officer’s Report (Paper 2).

The following were highlighted:

- The Labour Abuse event that was held in North Ayrshire in October 2018, is being replicated across the three Ayrshires; North Ayrshire’s event took place in January 2019. East Ayrshire will have their event in March 2019 and South in May 2019.

- A Learning Session is taking place on 11 March 2019 for the members of the Hoarding Behaviours Short Life Steering Group and Core Working Group, to ensure that members have the same knowledge base to inform the work of developing multi-agency staff guidance and training. P Gilfedder informed that hoarding is being taken forward as a topic for a Queen’s Nursing project. He also informed that hoarding is to be added as a classification in its own right to the International Classification of Diseases in 2022.

- Four surveys have taken place as part of the Service User & Supporter Evaluation, between October and December 2018. B Walker commented that the process is taking a bit of time to bed in.

- P Gilfedder updated that the information sharing pilot with Health colleagues is going well; there have been a few small glitches due to computer systems not being able to interact well with each other. There have been 24 notifications received to date. There has been a dual benefit to the pilot, in that staff are thinking about, talking about and considering ASP more when they have concerns about an adult. J Paterson enquired if this pilot could be extended across Ayrshire. A McArthur commented that a similar Child Protection process that had worked well in North Ayrshire, didn’t quite catch on in East or South. B Walker advised that it was planned that the pilot would be extended to include the TRAK system, pending governance approval.

- Johannah Lamont (Learning & Development Adviser ASP) will provide her annual ASP training update at the next Committee meeting.

The Committee noted the Adult Protection Committee Work Plan (Paper 3).

All items are on target for period 3/8 of the biennial reporting period 2018-2020.

The Committee noted the Key Performance Indicators Update (Paper 4).

The following was highlighted:
• The target for the percentage of adults offered advocacy support was increased to 85%; this target was not met. B Walker proposed undertaking an exercise to look into the reasons why advocacy was not offered. She also commented that the question in the ASP Investigation & Risk Assessment paperwork could be being misinterpreted. The question asks practitioners if advocacy has been considered, which it should be in 100% of cases; this question appears to often be interpreted as “has advocacy been offered”. B Walker also proposed the Committee consider whether it would be more appropriate to change the KPI to the percentage where advocacy is considered, setting the target at 100%, and upskill practitioners to ensure paperwork and processes are completed correctly. The ASP legislation states that advocacy should always be considered, but only requires to be offered when the adult has a diagnosed mental health condition. This proposal will be fully discussed at the Committee’s development session in May.

• The target for the number of referrals from GPs was not met. It is recognised that this is a national challenge. The Committee requested looking at the GP referral numbers for East and South Ayrshire; B Walker will undertake a benchmarking exercise, after March 2019 to get data for the full financial year 2018–2019.

B Walker delivered two ASP presentations to Practice Nurses from GP surgeries across Ayrshire in December 2018. In January 2019 she also delivered an ASP Workshop to eleven brand new GP Practice Nurses from across Ayrshire, who are at the beginning their nursing careers. An ASP presentation was also given to the GP Practice in Largs recently. North Ayrshire now has eight single point of contacts in place within GP practices.

The proposed revisions to the National Scottish Government GP Guidance is still very vague in relation to when GPs should make ASP referrals when they do not have the consent of a patient, and it does not address the issue of payment. It is noted that the ASP legislation does not specifically refer to GPs as having a statutory role and this was not addressed in their recently revised GP Contract with Scottish Government.

In terms of GP attendance at Case Conferences, A McArthur suggested that there may be other practice staff better placed to provide an input e.g. Practice Nurse. K Calderwood commented that the number of GPs attending Child Protection Case Conferences is also relatively low, and that there have been occasions when payment has been requested for reports. B Walker informed the Committee that a decision in relation to this was taken recently and it has been confirmed that Ayrshire GPs will not be paid for reports provided in relation to Child Protection as this does form part of their contract, although she believes (as with ASP) this is not made explicit in the GP National Contract with Scottish Government. C Convery advised he has attended three Case Conferences recently where a GP report was submitted; whilst this is valuable to inform the discussion, arising questions cannot be addressed.
• The target for the number of referrals from HSCP Health staff was not met. B Walker advised that she intends to meet with Johannah Lamont to look at targeted training for HSCP Health colleagues and to discuss any other relevant actions which can be taken to raise awareness of ASP and encourage appropriate ASP referrals from HSCP Health staff.

• The target for the number of referrals from NHS Acute Health staff was not met. It is noted that the majority of ASP referrals originate from the Emergency Department, and that the number of Adult Concern reports submitted has increased, which is not reflected in this KPI. A McArthur commented that the quality of information contained in referrals could be improved, and that Health staff tend to generally have higher thresholds for ASP referral. The Committee agreed on the importance of keeping the profile of ASP raised within Health.

8 Police Notification Process Pilot

One of the recommendations from the 2017 ASP Inspection was that all ASP Case Conference minutes should be sent to Police Scotland. There was agreement that although Police would receive minutes for meetings they were invited to attend, it would be unnecessary and even unhelpful, and perhaps not taking cognisance of GDPR, to send copies of minutes to Police Scotland for cases in which they have no locus, given the level of detail discussed at these meetings. There was however agreement that it would be beneficial for Police to be aware if an adult was being supported by ASP measures, should they be called to attend the adult. To this end, North Ayrshire’s Improvement Plan noted that Police would be notified when an adult had progressed to an ASP Case Conference and was being supported under ASP legislation, and again would be notified when the adult had been removed from ASP measures, mirroring the pilot currently in place with Health. Only brief information would be provided along with a name and contact number for the Council Officer, should Police wish to have a discussion in relation to the adult. This was due to commence in January 2019.

C Convery advised that Police Scotland is looking at a national response to all the Inspection recommendations across the six areas. He felt it would not be possible to proceed with an arrangement locally whilst discussions are ongoing at a national level. As such, it may take longer than anticipated to implement the Improvement Plan for Police in North Ayrshire. C Convery will advise when Police Scotland is in a position to implement the Improvement Plan in relation to this action.

The Committee agreed that should the Care Inspectorate, Health Improvement Scotland, and/or Her Majesty’s Inspectorate of Constabulary in Scotland request an update on the progress of the Improvement Plan, it would be appropriate to report that this action has not been progressed as yet and give an explanation of the Police Scotland position at this time.

9 Adult Protection Committee 2019 Development Event

The 2019 Development Event will take place immediately following the conclusion of the Business Meeting on 2 May 2019.
A reminder will be sent to the Committee, and an invitation extended to members of the Improvement Subgroup, within the next couple of weeks.

The Development Event, amongst other things, will look at reviewing the Key Performance Indicators for the next year. The Committee was asked to consider other topics/speakers for the Event. The following was suggested:

- Input from Dale Meller (Scottish Government).
- A presentation on the role of the Improvement Subgroup.
- An ASP case study.
- Showing of the recording of the South Ayrshire Carer.

These were agreed and will be arranged.

The Committee was asked to forward any other suggestions to B Walker.

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<th>10</th>
<th>Ayrshire Adult Protection Committees’ Joint Working Position Statement (Paper 5)</th>
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<td></td>
<td>The Committee noted the Ayrshire Adult Protection Committees’ Joint Working Position Statement (Paper 5). The Position Statement was reviewed by Donna Sinforiani (ASP Co-ordinator, East Ayrshire HSCP) with input from the other two ASP Lead Officers, following discussion at the APC Convenors &amp; ASP Lead Officers meeting in December 2018. The Committee agreed to amalgamate the Position Statement into their Terms of Reference, which is now due to be reviewed.</td>
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<th>Sexual Harm Audit Report (Paper 6)</th>
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<td>The Committee noted the Sexual Harm Audit Report (Paper 6). The following was highlighted for sexual harm ASP referrals over the last five years:</td>
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<td>• 76% of those harmed were female.</td>
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<td>• 85% of harmers were male.</td>
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<td>• 37% of all ASP sexual harm referrals came from care homes.</td>
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<td>• Of the above 37%, over 1/3 was resident to resident harm.</td>
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<td>• 62% of those harmed had Dementia or other cognitive impairment.</td>
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<td>• There was comment that the contents of Table 4 don’t add up; B Walker will double check this.</td>
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<td>• In terms of Table 5, care has been taken to sensitively categorise the level of sexual harm, recognising that all sexual harm should be taken seriously.</td>
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<td>• There is a higher occurrence of serious sexual harm in the community.</td>
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<td>• There is a higher likelihood of repeat referrals from care homes; it is thought the reason for this is because residents are monitored 24 hours a day.</td>
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<td>• Incidents are more likely to be reported to Police when sexual harm has occurred in the community; it is thought this is because of the more serious nature of the harm (as noted above).</td>
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- On the whole, care homes have lower thresholds. “Lower level” incidents that were reported as ASP in the beginning years of the Audit period may in the latter years be reported instead as Adult Concerns.
- In 88% of the Cases audited it was assessed that appropriate action was taken. B Walker has dealt with 2 highlighted areas of concerning practice.

**Key recommendations:**

- Sexual Harm training is being developed.
- Arising issues relating to care homes and care at home will be addressed at the Care Home and Care at Home events.
- Helpful resources will be sent to the care homes. P Wheeler and A McArthur also requested copies of these.

Allowing for the potential amendment to Table 4, the Committee endorsed the report and is happy for it to be shared. B Walker specifically requested to share the report with the Social Work Scotland ASP Subgroup; permission was given.

### 12 Adult Protection Committee Annual Self Evaluation Analysis (Paper 7)

The Committee noted the Self Evaluation Analysis (Paper 7).

There was an overall very positive picture.

**Key recommendations:**

- The concise format of the survey will be maintained and it will continue to be made available in future years via a SurveyMonkey format
- Respondents will be encouraged to make comment when they have answered “Strongly Agree”, “Agree”, “Disagree”, or “Strongly Disagree”. It was suggested that the comment field be made mandatory when these options are selected, this context allows us to highlight good practice and to get a real sense of what improvements might be necessary.
- Encourage respondents to select “Don’t Know” when this is the case, rather than chose ‘neither agree nor disagree’ etc.; this helps to identify an area where information is required.
- J Paterson will be contacting those who have made “Strongly Disagree” responses but gave no context, to try to ascertain what issues might be behind this and what improvements might be necessary as a result. It was noted that the survey did not ask for respondents’ names, but it is possible for the creator of the survey to identify individual respondents. The Committee felt that although we have never stated that the survey is anonymous, in the interest of transparency we should highlight that the survey is not anonymous in future years.

### 13 Partner Updates (Papers 8a & 8b)

13.1 The Committee noted the NAHSCP Health update, submitted by P Gilfedder (Paper 8a).
The Committee noted the NHS Ayrshire & Arran Acute Services update, submitted by A McArthur (Paper 8b).

In terms of the ASP NHS Network Group, A McArthur commented that there are challenges in that the Group is national, there are two Health Boards not represented at present, and the members are still learning about each other and their roles within their respective Health Boards.

**Any Other Competent Business**

C Convery informed the Committee that Police are currently investigating a spate of key safe thefts in the Irvine area.

**2019 Meeting Dates**

- 2 May 2019 (extended to include Development Event)
- 22 August 2019
- 14 November 2019

All Thursdays at 10:00am within Cunninghame House, Irvine.

JP/cpconway
6 March 2019