

North Ayrshire Adult Protection Committee
Thursday 20 May 2021 at 10:00am
Held Virtually, via Microsoft Teams

Present

John Paterson, Independent Convenor (Chair)
Kenny Armstrong, Detective Superintendent, Police Scotland
Roseanne Burns, Senior Manager, NAHSCP
Pete Gilfedder, Interim Associate Nurse Director/IJB Lead Nurse, NAHSCP
Stephanie Gilfedder, Senior Nurse, NAHSCP
Philip Gosnay, Senior Manager, Education, NAC
David MacRitchie, Chief Social Work Officer, NAHSCP
Ann McArthur, ASP Advisor Acute Services, NHS Ayrshire & Arran
Madeleine Pender, Solicitor & Notary Public, NAC
Ann Reid, Senior Nurse (Health & Community Care), NAHSCP
Elizabeth Stewart, Senior Manager, NAHSCP
Brenda Walker, Senior Officer Adult Support & Protection, NAH&SCP
Vicki Yuill, Arran CVS/TSI North Ayrshire

In Attendance

Colin Clark, Local Authority Liaison Officer, Scottish Fire & Rescue Service (deputising for Charlie Tymon)
Caroline Conway, Senior Clerical Assistant, NAHSCP (Minutes)
Laura Train, Clinical Nurse Manager, NHS Ayrshire & Arran (deputising for Angela Shevlin)
Louise Gibson, NAHSCP (deputising for Alistair Reid)

Apologies

Thelma Bowers, Head of Service (Mental Health), NAHSCP
Glenda Hanna, Scottish Care
Maureen Johnstone, Care Inspectorate
Alistair Reid, Senior Manager AHPs, NAHSCP
Angela Shevlin, Associate Nurse Director (Acute), NHS Ayrshire & Arran
David Thomson, Head of Service Community Care & Health, NAHSCP
Charlie Tymon, Scottish Fire & Rescue Service

Not in Attendance

Dr Elizabeth Merchant, Mental Health Reference Group

Item		Action
1	Welcome & Apologies	
1.1	J Paterson welcomed the Committee and invited introductions.	
1.2	Apologies as noted above.	
2	Previous Minutes & Matters Arising (Paper 1)	

2.1	The minutes of the meeting held 18 February 2021 were agreed as an accurate record.	
2.2	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Item 2.2 Matters Arising (Senior Officer's Report) <p>J Paterson advised that North Ayrshire had previously submitted an application to participate in the Scottish Government's pilot for Missing Persons. Unfortunately, the submission was not successful, however following a request for further applicants for the pilot, a second submission has been made which it is hoped will be successful.</p>	
3	COVID-19 Issues & Updates (Paper 2)	
	<p>The Committee noted the National Impact of COVID-19 on ASP report (Paper 2) for information.</p> <p>P Gilfedder advised that the number of COVID-19 related admissions to one of the Ayrshire acute hospitals has slightly increased. There is also increasing concern regarding care homes. The age profiles of those admitted and whether or not they been vaccinated is not yet known.</p> <p>V Yuill advised that William Lauder is leading a working group that has been established to identify groups of people within the community who are more difficult to reach regarding vaccinations.</p> <p>The Mental Welfare Commission is due to release a report regarding care homes and COVID; this will be circulated to the Committee once available.</p> <p>The Committee agreed to retain COVID-19 Issues & Updates as a standing agenda item for the time being.</p>	BW
4	Convenor's Report	
4.1	<p><u>National APC Convenors' Meeting</u></p> <p>The meeting highlighted the current National ASP Interim Significant Case Review (SCR) Guidance. The Scottish Government has subsequently developed SCR Guidance for Child Protection, however the Guidance for ASP is still interim and does not align well with the new format for Child Protection. The Convenors' Group has submitted a very strong plea to align the Learning Review processes across Child Protection and ASP, which the Scottish Government is considering.</p>	
4.2	<p><u>Ayrshire APCs Convenors & ASP Lead Officers Group</u></p> <p>The recent meeting discussed the Missing Persons Framework and whether or not this was going to be rolled out across Ayrshire. It was thought that North Ayrshire would take this forward initially as a pilot; East and South Ayrshire will roll out the Framework at a later date, taking account of any identified improvements to the process. A McArthur asked if the Guidance directs users to their organisation's own processes. B Walker advised that relevant links have been included where separate processes have been highlighted.</p>	

4.3	<p><u>Chief Officers Group</u></p> <p>The Committee noted the Ayrshire Biennial Reports Comparison report (Paper 3).</p> <p>An exercise was undertaken by B Walker to compare the Biennial Reports submitted to the Scottish Government by North, East, and South Ayrshire, and pull together the key themes. B Walker commented that despite the Scottish Government guidance on content, the three Biennial Reports were very different. There is an appetite to align the reports more closely across Ayrshire, agreeing the headings as a minimum. There will potentially be a national template for future Biennial Reports.</p>	
5	<p>Senior Officer's Report (Paper 4)</p>	
	<p>The Committee noted the Senior Officer's Report (Paper 4).</p> <p>The following was highlighted: -</p> <ul style="list-style-type: none"> • Item 1 Statistics January-March 2021 The number of ASP Referrals during this period have been the highest over the six month period, however, the number of Adult Concern Reports are the lowest. As Police Scotland is the highest referrer for both, K Armstrong agreed to take forward an analysis of Police data to identify any pattern. • Item 2 Banning Order B Walker outlined the circumstances that led to the application for and subsequent granting of the Banning Order, for the Committee's information. • Item 8 Annual APC Membership Survey The Committee Membership Survey is issued to those who have attended a minimum of three from the last five meetings. Due to changing representation (at least partially impacted by the pandemic), the number of respondents was too small to undertake meaningful analysis. It was agreed to wait until representation has settled and membership is more stable. The survey will be undertaken again next year. • Initial Case Review Learning Events & Training Learning Events and training relating to ICR0007 have been completed. The Learning Events have evaluated well. A session for NAC Elected Members is being delivered on 31 May 2021. <p>Learning Events relating to ICR0008 have now commenced; these have also evaluated well to date.</p> <p>E Stewart commented that the Learning Event for the South Ayrshire SCR was also excellent.</p>	KA
6	<p>Revised North Ayrshire Significant Case Review Process (Draft) (Paper 5)</p>	
	<p>The Committee noted the draft Revised Interim North Ayrshire Significant Case Review Process (Paper 5).</p>	

	<p>It became apparent during recent Case Reviews that staff included in decision making were not necessarily of sufficient objectivity, having sometimes directly line managed staff involved with the cases being discussed. The Interim Process was ratified as providing a more concise and streamline approach. This also brings the ASP Significant Case Review process more in line with the Child Protection process. It was agreed this process would be examined again once a perspective is taken in relation to changes required for the National Interim ASP SCR Guidance, by the Scottish Government.</p> <p>A McArthur asked if a set group who would take forward Case Reviews was part of the new process. J Paterson stated that this was being considered, but rather than named individuals, appropriate grades/designations from agencies would be a better approach.</p> <p>D MacRitchie commented that having seniority in representation is very important to ensure the correct degree of objectivity and governance responsibilities across agencies and services. The Committee agreed to include this in the guidance, with the option to co-opt representation from organisations outside the Committee as and when required.</p>	
7	<p>Adult Protection Committee Work Plan & Key Performance Indicators Update (Paper 6)</p>	
	<p>The Committee noted the Adult Protection Committee Work Plan & Key Performance Indicators Update (Paper 6).</p> <p>B Walker advised that most items are on schedule.</p> <p>The following was highlighted: -</p> <ul style="list-style-type: none"> ● KPI 1/3 Facilitate New Ayrshire ASP Investigative Interview Training <p>This is a shared Ayrshire action being taken forward by South Ayrshire, who has recently established a new Public Protection learning and development team, which includes ASP. The new manager for the team has very recently taken up post, it therefore may be a bit longer before this action is complete. This is outwith our control.</p> <ul style="list-style-type: none"> ● KPI 1/10 Survey of staff in relation to Supervision satisfaction levels <p>This action was identified following analysis of the 2019 Case File Audit. 65% of respondents to the survey were satisfied overall with their Supervision in terms of ASP cases, but there were also a number of complex and anecdotal responses providing a more mixed and nuanced response. A pro forma put together by another Local Authority for use in Supervision when discussing ASP cases has been presented at the Council Officers' Forum, who felt it could be helpful. The pro forma will be presented at the Team Managers Forum in June for their views. If there is consensus that the document would be useful, it will be issued for those who wish to use it, but won't be mandatory.</p> <p>P Gilfedder asked if the Forums were only for Social Work staff. B Walker confirmed that the Council Officer and Team Manager Forums are specific to lead agency responsibilities, however, it may be worth considering a wider</p>	<p>BW</p>

	<p>(virtual) Forum later in the year, as took place prior to COVID-19. E Stewart asked if it would be possible to develop an ASP session to help support Children & Families staff, as they use these processes so infrequently. R Burns asked if Service Access could be involved in any session for Children & Families. A Reid commented that District Nurses are noting more concerning cases as people have been staying at home and coming into contact with fewer services for a long period; B Walker will speak to Johannah Lamont (ASP Learning & Development Adviser) about delivering further bespoke training for District Nurses. A Reid added that perhaps something more regular should be built in to keep ASP on District Nurses' radar. A Reid mentioned a case she has recently become aware of, where she requested an ASP referral be made by the District Nurse and she was unaware of whether this had happened yet or not. B Walker agreed to contact her outwith this meeting to take this forward.</p> <ul style="list-style-type: none"> • KPI 2/3 ASP Input to Lead Agency Teams B Walker advised this will be undertaken when the revised Code of Practice is published. • KPI 4/1 Service User/Carer Representation on the Committee The previous Committee representative for Service Users/Carers was no longer able to continue due to ill health. <p>The current Chair of the Group the individual represented had agreed to attend the Committee, however, has not yet attended any of the three meetings she has been invited to attend, despite having been sent all the papers etc. B Walker had e-mailed her recently to ask if she was still able to attend the Committee and requested a quick response, but has heard nothing further. J Paterson felt that at this juncture it would be sensible to assume that she is currently unable to take on this responsibility and therefore we should seek a new representative. The Committee agreed and as such, Committee members were asked for suggestions for any group who might be interested in putting forward an alternative representative.</p> <ul style="list-style-type: none"> • KPI 5/3 New System for Adult Concern Reports The pilot for the new process will commence on 1 June 2021. 	<p>BW</p> <p>BW</p> <p>All</p>
8	ASP Work Plan & Key Performance Indicators Review (Paper 7)	
	<p>The Committee noted the ASP Work Plan & Key Performance Indicators (Paper 7) and agreed that both are still relevant, any additional actions are being picked up in the regular updates to the Committee and the Chief Officers Group, therefore both will remain as they are.</p>	
9	Large Scale Investigation Update (Paper 8)	
	<p>The Committee noted the Large Scale Investigation Update (Paper 8).</p> <p>B Walker highlighted very concerning cultural and other issues. Staff feel they cannot raise concerns. It is noted that few of the Service Users are funded by North Ayrshire; the Service Users originate from a number of other Local Authority areas, who are taking forward specific tasks for their Service Users. The concerns related to one section of the care establishment, to which most of the improvements have been targeted. The Manager and some other staff have resigned. The HSCP and</p>	

	<p>NHS have had a staff presence in situ to support the process. The care provider has also taken this very seriously and has installed two of their senior staff.</p> <p>K Armstrong advised that some final witness statements are required that will inform the decision making regarding potential criminal proceedings. P Gilfedder added that referrals have been made to relevant professional bodies.</p>	
10	Hoarding Guidance	
	<p>The Committee noted the Hoarding Guidance (Paper 9).</p> <p>The process to put together the Hoarding Guidance has been a pan Ayrshire piece of work, led by North Ayrshire and has had wide representation and contributions from Partners across areas and services. The Guidance is going through the relevant governance processes in North, East, and South Ayrshire. It is planned to launch on 1 June and review in September. One pilot training course has taken place, with other dates scheduled in the coming months (to be held virtually for the time being). The review will include the training evaluation results. The Committee was happy to ratify the Guidance.</p>	
11	Code of Practice Review & Adult Protection Committee Guidance Update	
	<p>J Paterson updated that the Adult Protection Committee Guidance will be circulated for consultation in the near future. An ad hoc Committee meeting may be required if the Guidance is issued between scheduled meetings.</p>	
12	National Dataset Update (Paper 10)	
	<p>The Committee noted the National Dataset Update (Paper 10).</p> <p>B Walker advised there a dataset for Child Protection has been in place for around two years. Work is ongoing to pull together a similar model for ASP. One of the biggest issues is how data is calculated i.e. North Ayrshire separates ASP Referrals from Adult Concern Reports however some areas are not able to do so. As such there are huge differences in subsequent data i.e. conversion rates. Work is ongoing to “level the playing field”. It is hoped that once agreed, this will enable effective benchmarking and provide meaningful information to Adult Protection Committees and Chief Officers Groups.</p>	
13	Scottish Fire & Rescue Service ASP Referrals Audit Report (Paper 11)	
	<p>The Committee noted the Scottish Fire & Rescue Service ASP Referrals Audit Report (Paper 11).</p> <p>B Walker has discussed the report with C Clark and relevant colleagues. All referrals submitted by Scottish Fire & Rescue Service (SFRS) were appropriate, albeit most did not progress beyond ASP Inquiry, as the action to reduce risk was taken as part of the Inquiry. Processes are working well, so no improvement recommendations were necessary. C Clark commented SFRS is very happy with the audit and its findings. Some training requirements had previously been identified by SFRS themselves and they</p>	

	are taking this forward. They hope to arrange Hoarding training for the Community Action Team.	
14	Police Scotland Financial Harm Audit Report (Paper 12)	
	<p>The Committee noted the Police Scotland Financial Harm Audit Report (Paper 12).</p> <p>B Walker advised that in the main there was good practice; there was only one case of the ten considered, that could perhaps have been dealt with differently. Training on Financial Harm is being taken forward with Police; this should include an input on coercive control and undue pressure. Clarity will also be given around capacity; capacity is not part of the criteria for ASP. K Armstrong added that work is needed to identify the appropriate audience for the training for maximum impact. Officers are aware of coercive control via Domestic Abuse legislation. B Walker advised that timescales for the proposed training will be discussed at the next Ayrshire ASP Learning & Development Subgroup.</p>	
15	Partner Updates	
	None.	
16	Any Other Competent Business	
16.1	Consensus has been reached that the model for gathering views of Service Users and Supporters is not effective. After trying various 'tweaks' to improve the model the APC – ASP Improvement Subgroup accept that something more fundamental is required. The Improvement Subgroup is currently considering alternative models and will report back to the Committee in due course.	
16.2	The possibility of utilising the AyrShare system to share information relating to adults between agencies, has again been raised. It was agreed this should be on the agenda for next Committee meeting for a full discussion. P Gilfedder suggested that it would make sense to involve those who are responsible for taking forward digital information sharing in the discussion. The Committee agreed; P Gilfedder will get in touch with the relevant individual from NHS.	PG
16.3	The Biennial Case File Audit is due to take place later this year. B Walker suggested the Audit focusses on cases in 2020-2021 (during the COVID-19 pandemic) from each of the five main categories of harm, an initial five that did not progress beyond ASP Inquiry and a further five from the same categories, that proceeded to ASP Case Conference to see how COVID-19 has impacted. The Committee was in agreement. E Stewart suggested B Walker link with Kirsty Calderwood regarding learning from the Child Protection audit, which had to be conducted electronically.	BW
16.4	The Salford Case Review (combined Safeguarding Adult Review and Domestic Homicide Review) has commenced. The final report is expected over the summer and will be submitted to the Home Office. There are potentially recommendations for agencies in Salford, Scotland, and UK wide. B Walker commented that the staff in Salford did not seem aware that there	

	might be different legislation in Scotland; this will certainly make any resulting recommendations more complex. M Pender has agreed to audit the recommendations to ensure they fit within the Scottish legislation landscape. At least one more meeting will take place before the report is finalised. E Stewart noted there were two agencies who did not submit a requested report. B Walker has been in touch with both, to try to ensure they do report.	
16.5	J Paterson advised the Committee that due to the imminent retirement of D MacRitchie, this would be his last meeting. On behalf of the Committee, J Paterson thanked him for his valuable contribution, and wished him well in his retirement.	
17	Next Meeting	
	Thursday 9 September 2021 10:00am – 12 noon (to be held virtually via Teams).	

JP/CC
31 March 2021