

## M I N U T E OF THE ADULT SUPPORT & PROTECTION COMMITTEE MEETING

Wednesday 18<sup>th</sup> November 2020 via MS Teams

### Present

Alan Small, Independent Chair
Dougie Pollock, Scottish Fire and Rescue Service
Danielle Archibald, Adult Support and Protection Coordinator, Fife Council
Jennifer Rezendes, Service Manager (Adults West), Health & Social Care, Fife Council
Mhairi Lochhead, Fife Carers
Norma Beveridge, Head of Nursing, ECD, NHS Fife
Shona McEwan, Engagement and Participation Co-ordinator, Adult Support and Protection Team, Fife Council
Stephen Wood, DI, Risk and Concern Hub, P (Fife) Division), Police Scotland
Janice Bain, Operations and Development Manager at RNIB
Lisa Weylandt, Advocate, People First (Fife)
Julie Sheilds, Scottish Ambulance Service
Stephen Wood, DI, Risk and Concern Hub, P (Fife) Division), Police Scotland
Nicola Broad, ASPC Quality Officer
Chris Moir, Senior Manager for Education and Children's Services
Roy Lawrence, Workforce Development Team Manager, Finance and Corporate Services
Susan Burt, People First
Winnie Burke, Strategic Inspector (Children and Young People) Care Inspectorate
Philip Grieve, Mental Welfare Coordinator,
Peter Wordie, Missing Persons Coordinator, Concern Hub,
Fiona McKay, Divisional General Manager, Health and Social Care Partnership
Elizabeth Butters, Alcohol and Drug Partnership
Mike Gemmell, Station Manager, Scottish Fire and Rescue Service
Paul Short, Service Manager - Housing, Health & Social Care & Older Persons

### Apologies

John McKendrick, CEO, Fife Forum
Mark Duffy, Scottish Fire and Rescue Service
Hazel Williamson, Communications Officer, Health & Social Care
Ross Martin, Team Manager, Communities and Neighbourhoods
Lisa Duncan, Lead Trading Standards Professional, Enterprise and Environment
Paul Dundas, Scottish Care
John Jarvie, PS, Missing Person Operational Coordinator, P (Fife) Division), Police Scotland

### Minute Taker

Jacqui Cook, Support Assistant
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## 1. Welcome and Apologies

	<p>A Small welcomed members and apologies were noted. Particular welcome was extended to our new members attending their first ASPC.</p> <p>A Small asked all to use the mute facility if they are not speaking and use the hands up icon if they wish to speak.</p>
<p><b>2. Previous Minutes – September 2020 - Item 1</b></p> <p><b>Matters arising</b></p>	
<p>NB</p>	<p>N Broad will re-word some of the SE&amp;I update and pass to J Cook and D Archibald for amendment.</p> <p>No other Matters arising from the Minutes. Minutes agreed and will be recirculated following update from SE&amp;I.</p> <p>Chairs Update:</p> <p>A Small advised that the Care Inspectorate are ready to re-start ASP protection programme. Currently testing in Inverclyde, and programme will re-start on a virtual basis. A late paper was sent to the ASPC members with a presentation created by the CI to brief Local Authority's of the proposed changes going forward. D Archibald attended Co-ordinator's meeting on 17<sup>th</sup> November 2020 and updated members on key points.</p> <ul style="list-style-type: none"> <li>• Test of Concept has been carried out for a virtual Inspection with another LA. This was positive once teething difficulties in relation to technology were resolved.</li> <li>• Sharepoint is the forum of choice for the sharing of papers and documents for the Inspection. For those LAs who already operate Sharepoint, their own Sharepoint platform is preferred. For those who do not, the Inspection has its own secure Sharepoint platform where all documents can be uploaded to.</li> <li>• The lead in time period has not been agreed, however a suggestion that this will be a minimum of 3 months with a possibility of it being up to 6 months</li> <li>• There will be flexibility with LAs, if one LA is not ready and another is, they will go with the LA who is ready first. There is a suggestion that 4/5 LAs will be given a lead in time and they will progress based on which LAs are ready first.</li> <li>• A Police officer has been seconded to the Inspection Group to support Police colleagues getting their documents ready to share on the platform.</li> <li>• Learning from the Test of Concept will be shared</li> </ul> <p>W Burke noted this is a bit different to previous inspections due to COVID and will be done on a desktop basis. Key processes and leadership will be focus of this inspection. It will be an 18-week process, and we have been advised that there will be 40 cases to investigate.</p>

	<p>A Small asked that as Fife is in 2<sup>nd</sup> year of inspection programme, will we expect to be in second part of inspection regime. W Burke said no, we may be earlier on the list but nothing is agreed as yet.</p> <p>A Small noted there will be a focus on COVID.</p> <p>J Rezendes asked if the question set is going to be enhanced to look at reaction to and impact of COVID, and how relevant this will be when comparing those in the earlier stages of process to those later on and how work processes are affected.</p> <p>W Burke advised that all inspections have some sort of COVID perspective in them. Very clear that we don't want to provide a deficit-based response as we are aware of the circumstances of COVID. It is not clear how it will be looked at in a report, but it needs to be considered. There needs to be confirmation that ASP has been carried out effectively and efficiently in a situation of crisis.</p> <p>A Small moved on to the letter from the Deputy First Minister and Head of COSLA around working together to support a trauma informed workforce. A Small is on a working group and is aware of the pressure from government to move this forward. To be raised for discussion at COG. NHS put out a flyer for training to staff in December.</p> <p>J Rezendes noted we are part of a partnership and training has been rolled out in the form of a webinar. It is within the scope of work and offerings of partnership and is being taken up as and when people can.</p> <p>N Beveridge noted from the flyer that training is on 1<sup>st</sup> December, and while it has a H&amp;SC focus it has been widely circulated around teams.</p> <p>A Small noted that nominations had been requested for trauma champions.</p> <p>E Butters responded to a question around trauma training and advised that ADP shares information on training with partners in a trauma informed pathway across services. There is also some ongoing work with addictions and community rehabilitation services, although this is not broadly shared with external partners. E Butters can share with committee if this will be helpful.</p> <p>A Small confirmed this would be helpful as a scoping process.</p> <p>R Lawrence advised there is work ongoing around joined up approach to training around trauma, with NHS, Our Mind Matters, and Fife, there is a briefing that summarises training across 4 levels and is fairly joined up, so R Lawrence offered to have someone to come and speak to the group, and/or share briefing with group. It is quite comprehensive.</p> <p>D Archibald raised that at recent CRWG a recently published Angus SCR was reviewed and learning considered. There was a question within the findings relating to trauma informed ASP practice and the need for improvement in this area. Learning will be considered by the appropriate working groups and D Archibald will also liaise with the National Forum</p> <p>P Short noted that within Housing there is a lot of trauma informed training in homelessness service and is being rolled out across public social partnership.</p>
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<p>D Archibald/ R Lawrence</p> <p>J Cook</p>	<p>Also a lot of work in FVAWP around this. It is important to tie all this good work together.</p> <p>A Small noted that he will raise at COG next week, and that D Archibald could try to pull something together on this in partnership with R Lawrence.</p> <p>R Lawrence added that we will take this forward and has just sent to J Cook for circulation around the group.</p>
<p><b>3. FVAWP Annual Report - Item 2</b></p> <p><b>Sheila Noble</b></p>	
	<p>S Noble was unable to attend today therefore this item was not covered. This will be taken forward on the February 2021 agenda.</p>
<p><b>4. Membership/TORS - Item 3</b></p>	
	<p>A Small referred to the pre-circulated paper.</p> <p>D Archibald noted that this document has been agreed by all Chairs of each of the Working Groups. Membership has also been updated and confirmed with deputies. These documents are included in the ToR for each group. In terms of ASPC ToR, there were a few comments:</p> <p>Point 5 – the original document suggested 8 members constituting quorum and the group questioned whether this should be increased and whether statutory representation should be included.</p> <p>Point 8 – Committee meetings are currently quarterly and it was suggested that it might be more beneficial for papers to be circulated 14 days before the ASPC. D Archibald acknowledged the potential difficulties with this, in particular that it would likely lead to many late papers.</p> <p>J Rezendes noted the volume of papers and suggested 7 days is normally sufficient but depending on the number of papers 14 days would be better.</p> <p>C Moir echoed what Jennifer said. As a new member there are lots of papers and it is difficult to read all of them in a short timescale.</p> <p>L Weylandt asked S Burt if a week is sufficient and feels a longer timescale would be beneficial.</p> <p>S Burt agreed with L Weylandt that it takes a long time to get through papers.</p> <p>J Bain noted concern that so many papers have been skimmed through therefore a two-week timescale would be better.</p> <p>D Archibald offered a compromise on streamlining papers and not sending out updates from Working Groups but sending them out with minutes and being verbally updated by the Chairs of each group.</p>

<p>D Archibald/ J Cook</p>	<p>A Small suggested it would be difficult to respond to any decisions required without having the papers available prior to the meeting. CPC has increased the frequency of meetings to 8 per year. A Small suggested that we could also consider this as a way forward. Suggested to D Archibald that we trial the 14-day timeline and see how many late papers we then receive. A Small asked members how they would feel about this going forward.</p> <p>J Bain is in favour of increasing the number of meetings making meetings more succinct.</p> <p>C Moir is not in favour of having 6 meetings but is happy to go with the majority decision.</p> <p>S Wood voiced concern around increasing the number of meetings to attend, by all members.</p> <p>A Small summarised and suggested trialling papers going out earlier to see how manageable this is, leaving the question open for responses and to see how this works in practice for meeting in February.</p> <p>D Archibald noted point 9 of ToR and sought suggestions as to whether Financial Harm should sit under L&amp;DWG as a sub group.</p> <p>J Rezendes thought that was a creative way to deal with this.</p> <p>C Moir agreed with this.</p> <p>A Small asked what difference this will make to the working of the FHWG.</p> <p>C Moir advised that we often talk about short life working groups and making this a subgroup of an existing working group will ensure that the issue is resolved.</p> <p>J Rezendes agreed.</p> <p>A Small agreed that this is acceptable if all agree. Committee agreed.</p> <p>D Archibald suggested that Communications should be held by ASP Team and proposals brought to committee for approval rather than being an ad hoc working group.</p>
<p>D Archibald/ J Rezendes</p>	<p>C Moir agreed this is a good idea and that this should be the role of the ASP Team. Suggested off table discussion with D Archibald and J Rezendes around joining up some of the working groups to join up and make Public Protection more cohesive.</p> <p>A Small noted that this might help with training.</p> <p>P Short noted that the communications group was there to do a couple of pieces of work coalesced around a radio campaign and the group decided they had voted themselves out of existence. The group was therefore put in abeyance until people came back and wanted it back in existence. Not seen as a continuous group, but more to be reconvened as and when required.</p> <p>Committee agreed Comms to sit with ASP Team.</p>

	<b>5. Action Register - Item 4</b>
<p>G Ogilvie</p> <p>D Archibald</p>	<p>D Archibald acknowledged that following last ASPC all actions were updated and removed accordingly.</p> <p>Point 531 – concluded and will be removed going forward.</p> <p>Point 540 – audit report to be completed as aligned with staff survey.</p> <p>J Rezendes noted that 540, 541 a and b are all complete. Next action is in SE&amp;I report, and complete. Not sure why we would be actioning separately. Suggest actioned and complete.</p> <p>D Archibald agreed to combine and conclude.</p> <p>Point 542 – being progressed.</p> <p>Point 543 – concluded, will be removed.</p> <p>Point 546 – concluded document for approval in 2021</p> <p>Point 548 - Herbert Protocol is being taken forward well. Completed for ASPC</p> <p>Point 550 - Workforce CSE links – A Small advised that G Ogilvie will be providing a paper to CPC with an update, and this will be circulated to ASPC as a matter of course.</p> <p>Point 551 – D Archibald will update following MARAC review</p> <p>Point 552 – is due to go live soon</p> <p>Point 553 - Campaign for ASP 2021 will be in place soon</p> <p>Point 554 – will be in place soon</p> <p>Point 555 - Not progressing due to current circumstances</p> <p>Point 556 – now on website. Complete</p> <p>Point 557 – no further action to be taken forward. Concluded.</p> <p>Point 559 – complete</p> <p>Point 560 – essentially complete. Pop up survey to go on website, ongoing feedback. Complete</p> <p>Point 561 – ongoing</p> <p>Point 562 – in agenda – will update later</p>

	<p>Point 562b – will be concluded following discussion</p> <p>Point 563 – complete</p> <p>Point 564 – further update and conclusion for Feb ASPC</p> <p>Point 565 – update to follow</p> <p>Point 567 – should be concluded by Feb 2021</p>
<b>6. Working Group Updates</b>	
<p>C Moir/ J Rezendes</p>	<ul style="list-style-type: none"> <li>• SE&amp;I Update           <ul style="list-style-type: none"> <li>Item 6– Update report</li> <li>Item 7 – Quarterly Report</li> <li>Item 8 – Annual Report</li> </ul> </li> </ul> <p>J Rezendes report that statistics are being looked at. We also looked at membership of the group, and at the recovery plan and commended everyone at the meeting for their input. SE&amp;I calendar will be looked at in January. The group also agreed that ASPC can accept Scottish Government return.</p> <p>N Broad reported that the annual report has been produced following the return to Scottish Government. Significant points were an increase in volume of work, and reduction in age of those at risk. The Communications Strategy is being taken forward by ASP Team. There was a significant discussion with NHS Fife around the increase in referrals and they will evaluate and share any good practice. Referral demographic data has been interrogated. Embed Social Work framework. Strengthening links with partnerships. Review to reduce investigations in care homes. N Broad requested that the committee accept the recommendations within the Annual Report.</p> <p>Accepted.</p> <p>N Broad advised that the quarterly report has been providing an update throughout year and challenge questions are being considered to compliment what this information tells us. There are some questions already in place. It has been a challenging piece of work because there is so much in depth data. N Broad has added in data around referrals and asked if anyone wants to add to the questions set. Asked people to consider based on their own agencies</p> <p>J Rezendes agreed and noted the intention of the Quarterly Report was to give a high level review to committee. We have set some questions, but we are not getting full interrogation on this as yet.</p> <p>C Moir echoed what was being discussed at CPC. Again, strong links between both. Challenge questions – children’s services will be adding challenge questions. C Moir and J Rezendes to discuss off table to give some context around the analysis.</p>

<p>ALL</p>         <p>D Archibald</p>	<p>N Broad advised that we need to be clear around the purpose of the reporting. It is fine to add challenging questions in but we need to drill down on high level data.</p> <p>A Small noted that the challenge questions already in the report are relevant. We can ask for evidence based opinion from practice. This is a good start but need some discussion between ASPC and CPC.</p> <p>N Broad requested any further questions to be used to allow her to be able to provide a trend.</p> <ul style="list-style-type: none"><li>• L&amp;D<ul style="list-style-type: none"><li>Item 9 – Update report</li><li>Item 10 – CO Training Proposal</li></ul></li></ul> <p>R Lawrence updated on ongoing discussions. L&amp;D met 27<sup>th</sup> October and focused on membership and the need to rebuild this and identify what agencies need to be involved. D Archibald has chased this up to get representatives and deputies. R Lawrence asked ASPC members to ensure that their representatives attend throughout the year as this is crucial.</p> <p>The proposal for Council Officer training went to the group and was approved. Procurement have agreed and the proposed facilitator, Sam McLean, is now to be on the new purchasing system. Move to have training online and piloted by end January 2021.</p> <p>Discussion around frequency of training and agreed that it should be 1 session per week over 5 weeks. D Archibald will progress.</p> <p>Committee approved Council Officer training.</p> <p>Competency framework needs to be revamped completely. D Archibald taking overview of this. Will work on this and ensure it is embedded into the interagency framework, which is also being reviewed.</p> <p>Practitioners forums are in the planning stages, and we hope to have the first group meeting at the end of March 2021. D Archibald will chair the first round of forums, with a purpose of identifying a chair to take this forward.</p> <ul style="list-style-type: none"><li>• Financial Harm<ul style="list-style-type: none"><li>Item 11 – Update report</li></ul></li></ul> <p>D Archibald advised that at the meeting in October membership of the group was discussed, as the group has found this difficult. Depute chair and representatives were sought.</p> <p>Discussed Financial Harm trends and identified this is the highest level of harm we see and has increased over COVID. J Jarvie has taken this information away to see how data can be interrogated on police systems to enable us to identify what actions are required to reduce harm in this area. Geographical areas, age groups and types of financial harm will be</p>
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considered. The outcome of this piece of work will feed into the new FH Working Group Work Plan.

No agreements being asked.

- Missing Persons and Human Trafficking Update  
Item 12– Update report

P Wordie updated. A meeting took place on 19<sup>th</sup> August and the next meeting was scheduled for 1<sup>st</sup> December. We will be looking at a renewed communications strategy. We have already linked with Fife Council communications representative. The Runaway Helpline has been established and we have received a report from Missing People, and there have been some conversations around how to deal with return discussions. Police senior managers are discussing how we will adopt this to allow us to link in better. A digital train the trainer package has been created and we are having interagency discussions on how to make this better. The Herbert Protocol has been given ASPC approval, and the form is now being used, following being launched in late September. It is available on the Police website and has been added to the ASPC website and H&SC website. The Older person's lead is making the Herbert Protocol an essential part of emergency care planning process, and we are trying to link with GPs too, although it is felt that this sits best with Dementia Support and CPN colleagues who had awareness already and will provide carers with other information. We have linked with Ruth McCabe who put P Wordie in touch with STAND, and we are looking to produce a short film for our target audience, although this has been postponed until new year. Moving to human trafficking, the training for police officers is complete. A large percentage of Education and Council officers have also completed the training. The Missing Persons framework training has been via MS Teams, with internal and external speakers around the missing persons partnership protocol.

- Engagement and Participation Update

S McEwan updated and advised that the Staying Safe and Keeping Well booklet is the main focus for now. Planning to put draft out to committee either today or tomorrow and asked everyone to check details of their own agencies. Plan to publish end of November. Printed copies will go out as soon as possible after that. There has been much less demand for paper copies this year, and there is also less of a Christmas focus and more just a crisis guide updated with COVID information.

The Newsletter continues to go out every month.

The Biennial Easy Read will be concluded and be available by December 2020.

S McEwan is keeping in touch with L Weylandt to keep up to date with ongoing work.

J Rezendes reiterated moving things away from a Christmas feel. She reminded the group that ASPC money was used for the COVID update so

	<p>hopefully there will not be too much change within that, as it was a recent update.</p> <p>D Archibald noted that funding was agreed last year, and that it is ADP and not ASPC budget.</p> <p>J Rezendes reiterated that the ASPC gave money for an extra print so details should be fairly up to date.</p> <p>S McEwan noted it is a much wider update, with more information.</p> <p>A Small noted this is really valued by communities and gets really good feedback every year.</p> <p>A Small asked E Butters if ADP wish to still contribute to this. E Butters advised that this is discussed in January and can't commit the committee to this, however, thinks it is likely that this will happen as a lot of information is very relevant to ADP strategies and policies. E Butters will update the committee in due course.</p>
<b>7. Recovery Plan - Item 13</b>	
<p>D Archibald</p>	<p>D Archibald advised that a draft version of the Fife ASP recovery plan for COVID19 was provided as a late paper. SE&amp;I were a great help in finalising this.</p> <p>Will be a work in progress and is currently sitting with the ASP Team who will review and update actions and present it to each committee meeting as appropriate. D Archibald requested that members raise anything for concern, action and consideration. D Archibald will send out an email requesting comment. Requested approval from the ASPC that this remains with the ASP Team.</p> <p>Committee agreed.</p> <p>A Small noted that as we are in Tier 3 in Fife, and it is likely if we move to Tier 4, whether this has may cause change in provisions of services, and whether Services are managing with existing resource?</p> <p>C Moir noted that in Children and Families we are reducing the number of households we go into, however service provision has not changed significantly. There has been an increase in COVID positive staff, and the reality of the implications of COVID feels much more significant this time round. We are still visiting vulnerable children on a regular basis, and others are by virtual meetings.</p> <p>J Rezendes noted no significant changes to provisions in Adults service. Visits are ongoing, Case Conferences are ongoing virtually, and increased use of PPE allows most critical cases to be seen. There has been a higher volume through contact centre with an increase in calls and a clear impact on people's mental health linked to feelings of isolation. Nothing has been changed, and there is definitely a difference now from first lockdown. We are collecting staff testing data on home care providers and this has extended out to our own staffing.</p>

	<p>P Short noted that Housing is still operating as normal. They have worked on principle of how we can do visits in other ways. If non urgent we try to do it virtually. Older persons housing has a vulnerable population so restricting unnecessary visits. Business contingency plans in place but we are being careful.</p> <p>S Wood noted that Police is still operating business as usual with enhanced risk assessment around dealing with people who are symptomatic, and training to use PPE. No indication of crisis points around people self-isolating, but we are national so could call upon other areas for resourcing. Case conferences continue, although there are increased numbers in adult concerns. Statistics last week show a 12% increase over the last 7 or 8 months, largely down to mental health, isolation, employment, money etc.</p> <p>N Beveridge (Health) – left meeting</p>
<b>8. Communications Campaign Proposal December 2020 - Item 14</b>	
	<p>D Archibald highlighted ASP has been asked to approve proposal of communications campaign in conjunction with Kingdom FM. Topic is freeloading (aligned with national forum) ideal opportunity to evaluate data. The cost initially is £1750+VAT, with a further 3 campaigns throughout 2021, in conjunction with Kingdom FM. D Archibald will look for updates on prices in June 2021 and identify any trends. Asked for committee approval. Approved.</p>
<b>9. AOB</b>	
ALL	<p>A Small noted that since the pandemic the PPG have been providing a fortnightly bulletin. A Small asked if this is still useful and requested responses by email to advise.</p>
AS	<p>The update on suicide prevention was received from the core group and will be circulated in the next day or two.</p>
AS	<p>A Small noted that it may be a beneficial exercise to review our Information Sharing letter from the Chief Executives in 2018 and refresh and reissue in early 2021. J Rezendes thinks this is a great idea to remind people. Agreed, to go to COPS.</p>
D Archibald/ J Cook	<p>A Small advised that Julie Paterson has now left Fife Council therefore we are looking for a vice chair for the ASPC. Notes of interest to be submitted as response to email which will be sent by J Cook and D Archibald within next 2 weeks.</p> <p>S Burt noted that the update from People’s First was missing from today’s agenda and requested that it is added in for the next meeting. D Archibald advised it should be a standing item and apologised for its omission.</p>
<b>10. Date of Next Meeting</b>	
	<p>3<sup>rd</sup> February 2021</p>

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### ASPC Dates for 2021

Day	Date	Start	Venue
Wed	3.2.2021	10.00 am	Teams
Wed	5.5.2021	10.00am	Teams
Wed	1.9.2021	10.00am	Teams
Wed	10.11.2021	10.00	Teams

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DRAFT