

Being a Member of Fife Adult Support & Protection Committee (ASPC)



Fife Adult Support & Protection
www.fife.gov.uk/adultprotection



Updated October 2022



What is the Committee?

The Adult Support and Protection (Scotland) Act 2007 supports and protects adults in Scotland who are:

- at risk from harm.



This law said that each council area in Scotland must have an Adult Support & Protection Committee.

Fife changed the name of their committee to include the word 'support' in 2016.

This shows that the support part is equal to the protect part of what we do.

What does the Committee do?



The Act says that the ASPC should work with organisations that look after adults at risk of harm in Fife by:

- Checking their procedures and practices and making sure they work with each other
- Giving them information and advice
- Helping to improve the skills and knowledge of their staff
- and anything else that the Scottish Government orders it to do.



How often does the ASPC meet?



The ASPC usually meets every 3 months.

The ASPC does not meet during summer or at Christmas and New Year.

Dates are planned for the year.

A list of the dates, times and place of meetings for this year are given to you separately.

How long do the meetings last?



Meetings usually start at **10am**.

Lasting for between 2 to 2.5 hours.

How long the meeting lasts will depend on:

- how many things there are to talk about and
- if people discuss things for a long time.

Who else is on the ASPC?

The ASPC is made up of people who work for the organisations that are mentioned in the Adult Support and Protection (Scotland) Act 2007.

These organisations are:

- Fife Council
- NHS Fife
- Police, Scotland P Division.

The Council are represented by staff from:

- Social Work
- Housing and Communities
- Trading Standards.





The Council can suggest other people with the right skills and knowledge to help the Committee.

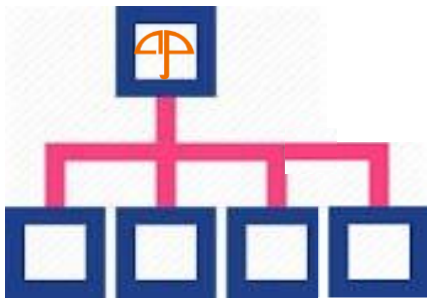


There are people on the ASPC from:

- a service user group
- carers and a carer group
- the not-for-profit and independent care sector.



The Care Inspectorate and Mental Welfare Commission may also attend.



There are four subgroups:

- 'Self-evaluation and Improvement'
- 'Learning and Development'
- 'Case Review' Group.
- 'Adult Support and Protection Leaders' group

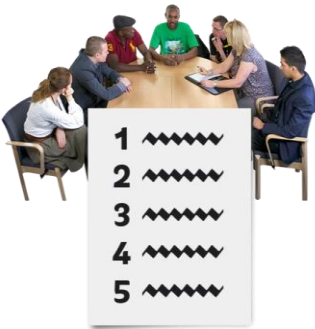
There is also a 'Case Review Strategic Oversight Group' that works with other protection committees and link with the Chief Officers Group about significant cases. There is also a short life working group focusing on hoarding and self-neglect.



A list of members and those in attendance with their job title is available separately.

At the meetings we use name cards to help us know who everyone is.

What am I expected to do?



If there is something you want to talk about you can: put an item on the agenda for the meeting.

This must be **3** weeks before the meeting.

The agenda and relevant papers go out **1** week before the meeting.



The ASPC has an Improvement Plan.

This is a document which details all the work of the Committee and the Sub-groups.

If you have an action, you must let the ASPC team know how things are progressing, so that the Improvement Plan can be updated before the meeting.

Even if there is little progress it is still useful to know.



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Papers are sent out electronically to those with an email address.

Papers will be sent by post if you do not have email or a printer.



Prepare for the meeting by:

- Reading any papers sent with the agenda.
- Think about any other information you may need or things you might want to talk about at the meeting.



Tell the people in the group you represent, about what has happened at the ASPC.

This is an important part of your role because telling others about the decisions and hearing their views helps everyone to be involved.



Ask questions about adult support and protection issues that worry you or are brought to your attention.

(Not about individual cases)



Comment on what should be in the ASPC biennial report to the Scottish Government, and how the report should look.

The ASPC Chair writes the report every **2** years. It should mention the work of all the people and organisations involved with the ASPC.



Previous reports are available online at: www.fifedirect.org.uk/adultprotection or ask us for a paper copy.



The Committee aims to use plain English and not to use complicated terms or abbreviations.

The Committee use a Red and Green card system to help everyone to have a chance to speak at the meeting and take turns to speak.



The red card means:

- “Stop, I want to ask a question” or
- “Could you repeat that?” or
- “Can you explain it differently?”



The green card means “I want to say something.”



When meetings are held virtually online you can use the ‘raise hand’ function or the chat box to speak.



How do I become a member of the ASPC?

If you want to become a member of the Adult Support and Protection Committee and want to improve Adult Support and Protection for others, you can:



Contact Amanda Law (Adult Support and Protection Coordinator for Fife) by e-mail at:

Amanda.Law@fife.gov.uk

