

**MINUTE OF MEETING**

**Wednesday 8 May, 2019 at 2.00 pm**

**Murison Room, Police HQ, Glenrothes**

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| **Present:** | |
| Alan Small, Independent Chair | |
| Julie Paterson, Divisional General Manager (Fife-wide), Health & Social Care (Depute Chair) | |
| Scott Cunningham, DCI, Public Protection Unit, Police Scotland, Fife P Division | |
| Janice Bain, Care Providers Forum (not for profit CP’s) | |
| Calum Bruce, Group Manager, Prevention & Protection, Scottish Fire & Rescue Service (East) | |
| Hazel Crielly, Detective Sergeant, Concern Hub Supervisor, Fife Division, Police Scotland | |
| Carolyn McDonald, Associate Director of AHPs. NHS Fife | |
| Lisa Duncan, Trading Standards, Fife Council | |
| Julie Shields, Scottish Ambulance Service | |
| Jennifer Rezendes, Service Manager Adult (West), Health & Social Care, FC | |
| Susan Burt, People First (Fife), Service User Representative | |
| Paul Short, Service Manager (Housing, Health and Social Care, Housing Services, Fife Council | |
| Dawn Adamson, Trading Standards, Fife Council | |
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| **In Attendance:** | |
| Helen King, Co-ordinator, Adult Support & Protection Team | |
| Fiona Power, Quality Assurance & Development Officer, Adult Support & Protection Team | |
| Kate Croft, Development Worker, People First (Fife) | |
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| **Apologies:** | |
| Chris Moir, Senior Manager, [Education & Children's Services](http://fish.fife/fish/orgs/index.cfm?fuseaction=orgView&orgID=4861421E-BEEE-11D5-909D0008C7844101), [Children & Families & CJS](http://fish.fife/fish/orgs/index.cfm?fuseaction=orgView&orgID=CFEBAE04-EA5E-61D8-30CA7753F97A2E13) | |
| James Davenport, Inspector, Concern Hub, Fife ‘P’ Division, Police Scotland | |
| Lesley Carcary, Director, Action on Elder Abuse (Scotland) | |
| Mhairi Lochhead, Manager, Fife Carers Centre | |
| Ross Martin, Team Manager (Service Development & Strategy), Communities and Neighbourhoods | |
| Brian Rosie, People First (Fife), Service User Representative | |
| John McKendrick, Chief Executive, Fife Forum | |
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| **Minute Taker:** |  |
| Kath Collins, Support Officer | |

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| **Item** |  | **Action** |
|  | **Welcome/Apologies**  AS welcomed members and apologies were noted. |  |
|  | **COPS Presentation Rehearsal**  Members had the opportunity to see and comment on a rehearsal of the proposed presentation to Chief Officers. The presentation includes two case scenarios and highlights some of the challenges dealing with complex cases which may not meet the criteria for adult support and protection. |  |
|  | **Minutes of Last Meeting**  The minute of meeting of 04.03.19 was agreed. |  |
|  | **Action Register**  **Action 420 - SASPI** – no further update  **Action 494 – Deputes** – names to be confirmed  **Action 524 – Advocacy Forum** – no further update regarding accessing feedback from service users. |  |
|  | **Chair’s Update – A Small**   1. **Update Paper from AS dated 30.04.19** - noted. 2. The national group meet today and are looking at the national adult protection improvement plan. A decision on Inspection dates and process is expected soon. 3. **New Members –** AS welcomed Julie Shields from the Scottish Ambulance Service to the Committee. 4. **Consultation – Review of ASP Act** - forthcoming 5. **Consultation – Mental Health Act Review** – ongoing 6. **Strategic Oversight Group** – All ICRs are proceeding to plan 7. **Care Inspectorate** - Janice Brown will be replacing Richard Fowles as Lead Inspector for Fife. |  |
|  | **Working Group Updates**   * 1. **Case Review Working Group – J Paterson**  1. **Update report from LC dated 05.04.19 –** noted 2. Response from CAMHS on SCR Child A- South Lanarkshire CPC: it was agreed that ASPC is informed of outcome of improvement action proposed.    1. **Self-Evaluation and Improvement Working Group – F Power & J Rezendes** 3. **Update report from JR dated 17.04.19 -** noted. 4. **Inspection –** preparation work has begun.   .   1. **Workplan** – Now updated in line with the ASPC Improvement Plan and timescales included.   AS sought assurance regarding progress on the work around chronologies and whether this would be extended to health, police and the third sector. AS requested a plan with timescales, a common understanding of a significant event and a common template. JR confirmed that there is a plan summarised on Improvement Plan and work is ongoing to scope single agency chronology processes in the first instance. Once feedback has been received from all agencies work will progress to the multi-agency chronology. Noted that the revised LSI procedure includes use shared chronologies, as does the new Engagement Escalation Process at agenda 10.   1. **Calendar** – A range of self-evaluation activities have been included in the calendar and these will be followed up with story boards on completion. JR invited the Ambulance Services to contribute and will meet separately to discuss. 2. **Joint IRD** **Report** – Overall this was a positive report. Three recommendations are being considered. SC confirmed that the Concern Hub now has a dedicated post so IRDs are better informed with police information. 3. **The Inter-agency audit** is arranged for week beginning 17 June. The audit team has been confirmed.    1. **Learning and Development Working Group – H Crielly** 4. **Update report from HC dated 23.04.19 noted.** 5. **Conference feedback** – Survey Monkey was used to gather Conference feedback. This will be followed up a further survey to confirm that learning has been put into practice. 6. **Cowdenbeath practitioner forum** – 1st meeting well attended by good range of agencies. Meetings will be led by practitioners looking at local issues. The CSE pilot in Cowdenbeath is a topic under consideration. 7. **Learning from SCRs** – An extraordinary meeting of the group considered the findings from SCR 1. A further meeting is being scheduled to repeat process for SCR 2.    1. **Financial Harm Working Group - H Crielly** 8. **Update reported from HC dated 09.04.19 noted.** 9. **Strategy** – The final draft was circulated for approval. Noted that financial institutions have been asked to consider how they can contribute to discussions. The next meeting will look at the Banking Protocol. Financial harm guidance is being re-distributed and will be evaluated. Easy read documents being refreshed and an aide memoire for frontline staff is being piloted. AS asked how success will be monitored and this will be considered by the working group. There will be data available but it will require narrative to put it into context. A learning event will be considered after 12 – 18 months. **Members approved the strategy.**    1. **Missing Person’s and Trafficking Group**      1. **Update report from JA dated 03.04.19 noted.** 2. **Protocol –**Members are asked to submit any final feedback to the draft Protocol within the next 2 weeks. A nil return will infer agreement. Practitioners are being reminded to consider the Human Trafficking and Exploitation Act when dealing with CSE cases. AS reported that the national missing persons group had highlighted Fife as a good example in terms of the online training. | **JP**  **JR**  **All** |
|  | **Standing Agenda Items**  **People First Update –** Written update noted. |  |
|  | **Improvement Plan**  HK reported that the Plan has been updated to include timescales and measures to assess impact. Updates are in red till after meeting. Members are asked to forward any further updates to HK as soon as possible. The current plan ends March 2020. | **All** |
|  | **Document Control Spreadsheet**  FP reported that everything is up-to-date except for the Information Sharing Protocol which is awaiting partnership approval. |  |
|  | **Review of Multiple Referral Protocol and Introduction of Engagement Escalation Process**  A draft Protocol was circulated for agreement. Following discussion members agreed to approve the Protocol and review one year after implementation. Recent ICRs and SCRs have highlighted issues around self-harm, self-neglect and non-engagement with interventions. There will be a need for a process to operationalise the process and training to help embed. |  |
|  | **Contact from Academic Malcolm Plant, Teeside**  HK reported contact from Malcolm Plant concerning his research into links between cruelty to animals and abuse of children and adults and a request to meet with services to discuss a training pack. Members agreed that this was not new information and Fife already links with the SSPCA. AS agreed to contact the Chair of Cumbria Safeguarding Board with regard to the credibility of this work. The information has been shared with the National ASP Coordinator and he is linking in with Mr Plant and will raise at national fora. | A Small |
|  | **AOCB**  **Fire Service referral form** - CB reported that the Fire Service have been informed that the new Fife Council website will not host the Fire Service referral form and asked for support in resolving this. AS asked for a written submission to include the number of referrals received via that route and the impact of not having the form available on the website in order to assist with supportive measures. | C Bruce |
| **Date of Next Meeting – Wednesday 21 August 2019 at 10.00 am in Committee Room 1, Fifth Floor, Fife House** | | |



**Name: Alan Small (Chair) Date**