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

**Wednesday 2nd September 2020 via MS Teams**

**Present**

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| Alan Small, Independent Chair |
| Dougie Pollock, Scottish Fire and Rescue Service |
| Danielle Archibald, Adult Support and Protection Coordinator, Fife Council |
| Janice Brown, Strategic Inspector (Children and Young People) Care Inspectorate  |
| John Jarvie, PS, Missing Person Operational Coordinator, P (Fife) Division), Police Scotland |
| 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)  |
| Scott Cunningham, DCI, Public Protection, P (Fife) Division), Police Scotland |
| Ruth Bennett, NHS |
| Mary-Grace Burinski, NHS |
| Julie Sheilds, Scottish Ambulance Service |
| 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 |
| 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 |

**Apologies**

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| John McKendrick, CEO, Fife Forum |
| Mark Duffy, Scottish Fire and Rescue Service |
| Hazel Williamson, Communications Officer, Health & Social Care  |
| Paul Short, Service Manager - Housing, Health & Social Care & Older Persons |
| Ross Martin, Team Manager, Communities and Neighbourhoods |
| Mike Gemmell, Station Manager, Scottish Fire and Rescue Service |
| Lisa Duncan, Lead Trading Standards Professional, Enterprise and Environment |
| Paul Dundas, Scottish Care |
| David Heaney, Divisional General Manager, Health & Social Care |

**Minute Taker**

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| Jacqui Cook, Support Assistant  |

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|  | 1. **Welcome and Apologies**
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|  | AS welcomed members and apologies were noted.AS asked all to use the mute facility if they are not speaking and use the hands up icon if they wish to speak.  |
|  | 1. **Ruth Bennett & Mary Grace Burinski – Fife Suicide Prevention Action Plan and Strategy**
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| SCJSSMDA/SM | R Bennett thanked the group for invite, introduced herself, and gave an overview of her role and the Suicide Prevention group. R Bennett has chaired the Multi Agency Suicide Prevention Core Group for a year. She advised that she give a brief outline/overview of the group’s work and then would be looking for suggestions as to how to strengthen links with ASP. The heart of the structure is the core group with representation from multiple agencies and services. The 10 actions come from the national strategy – Every Life Matters, and this has been distilled into the Fife Action plan. The group’s aim is a 20% reduction in suicide rates by 2022. Fife sits just below national figures, and fits with demographics. There have been 48 suicides per 5 years in Fife, and we wish to improve this. This year based on data we have had 22 deaths, of which 10 were due to hanging in people’s own homes. All agencies in the core group are concerned about the impact of COVID, and how to reduce risk. We report directly to Fife’s Mental Health Strategic Group, produce quarterly reports and link to the National Group. No delivery groups to take forward specific actions. Looking at trying to reduce risks. Big requirement in national actions around communications and marketing and we are working on get a group set up. A CYP group has been set up to reduce risk and work with CYP who have experienced suicide. There is an email network through which bulletins and monthly news items are distributed. There is a requirement to establish a review group and this needs to be progressed as is currently on pause due to COVID, however every completed suicide needs a multi-agency group to look at circumstances and learnings. We are building a business case for this and a consideration that we might be combined with Fife Drug Death group. We want to make sense of the best model for Fife. We are looking at a Mental Health training multi-agency group, who will be looking at online, virtual, interactive, and eLearning modules to keep training available. During COVID we have been able to meet twice and take action to plan and prioritise areas for the short, medium and long term. We will try to amalgamate an immediate response action plan, as COVID restrictions reduce. We have circulated for information around Scottish Government “Clear Your Head” campaign. There is help for frontline staff, providing information on agencies for signposting to service users to get the right advice in the right format. We are running a suicide prevention campaign from the 5th – 13th September incorporating World Suicide Day on 10th September. There is a Keeping Connected leaflet aimed at frontline staff for YP, and one for bereavement for those affected by suicide. We are looking at online options around workforce development, awareness raising, increasing skills and knowledge, and providing workshops, where/when/if restrictions allow for this.M G Burinski advised that there had been a significant mail-out yesterday so ASPC should have received information. We are running an online and social media campaign, due to restrictions with COVID, and already have links with Dunfermline Athletic Football Club who have been very supportive and have produced videos with representatives from all football clubs in Fife. Fife Flyers are also happy to get involved, and we have endorsement from. Caroline Weir and Jim Leishman. We are running a 9 day campaign this year, starting on 5th to encompass football clubs and their activities. There will be content posted every day over 9 days so agencies can copy, paste and promote links on social media platforms. We have an On Air promotion with Kingdom FM from 5th – 19th with soundbites 8 times per day every day of the campaign. Our website will be promoted through Kingdom FM’s website. Key services are promoted through football clubs, so that people know how and where to access services. Andy’s Man Club, Sam’s Café, The Samaratins, SCARF and others are also involved and endorsing the campaign.A Small thanked R Bennett & M G Burinski and confirmed that materials were received by ASPC yesterday.M G Burinskin advised that there has been specific requirement around increased suicide prevention campaigns, push out from national campaign, suicide interventions and a need to update on suicide campaigns in Fife, so that we can see what more can we be doing. Thanks to John Jarvie at Police Scotland for help with data. He has been providing figures weekly so we can see where we are in Fife and try to be more responsive. A Small agreed that work from national stream makes sense, and that as there is now a national Lead Officer back in post, review work should be getting picked up. He also asked where Fife is in terms of DBI (Distress Brief Intervention) and suicide intervention. M G Burinski advised that she had contacted national colleagues to ask how we can access this, and didn’t get response, however knows if someone phones NHS24 an assessment is done and if it’s identified they require DBI they would be processed through that system. M G Burinski will chase this up.A Small noted that as there are currently two ICRs around death by suicide in Fife, this is particularly relevant. S Cunningham confirmed there is ongoing work with safer communications and national liaison, although a mental health event earlier this year was not available due to COVID. DBI has got positive feedback from other areas, and our team can take this away and speak to Comms and bring back to group. J Shields advised that the Ambulance Service may also be able to share data and we could come up with a local data sharing agreement relating to patients we’ve dealt with who have gone to hospital. Happy to take an offline conversation with R Burinski. R Bennett agreed this would be helpful to get a true picture and thanked J Shields for her input.S McEwan commented that we looked at what was missing in easy reads, and it was established that we have nothing on mental health or emotional harm and this is not understood by groups, and whether easy read can also link into this. R Bennett agreed that it would be great to have a rep on the comms group to develop a partnership.M G Burinski advised that the Keeping Connected leaflets were already developed into easy read, and the plan is to also develop the other two into easy reads. M G Burinski will send these over to S McEwan to have a look. A Small commented that we need demographic data and more profiling to see if there is a particular problem in Fife. There is a national recommendation that there should be a review of every suicide. Further analysis of data and demographics would be really helpful. D Archibald and S McEwan to work together to try to take this forward.A Small thanked both R Bennett and M G Burinski for attending. R Bennett thanked the group for their input. |
|  | 1. **Minutes of Previous Meeting – 30 June 2020**
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| JC | Minutes of Previous Meeting – 30 June 2020Minute was approved with the following amendment:J Rezendes noted that in Item 4 wording was incorrectly recorded. Jacqui to amend and re-send.A Small went through the Actions from previous minute.**Action 1** –J Rezendes confirmed this had been completed.**Action 2** – J Rezendes confirmed this is complete. **Actions 3 & 4** – J Rezendes & S Cunningham have discussed, and these are ongoing.**Actions 5 & 6** –D Archibald confirmed these are in progress and a report will be produced for ASPC in November.**SE&I update** – J Rezendes confirmed that this is complete, and SE&I working group now has a representative from Social Work.**Workforce Development update** – A Small confirmed that R Lawrence has agreed to be chair of the Workforce Development Working Group**Financial Harm update** – A Small was of the opinion that the group should remain as a short life sub group**AOB** – agreed to advise there might be a ASPC meeting in August, however this did not go ahead. |
|  | 1. **Action Register**
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| DA | D Archibald advised that she had removed all completed actions from the plan and had nothing further to highlight. She is still chasing things up, however there are no lengthy gaps in work and everything moving forward.There are some outstanding actions from May’s ASPC which require to be added to the Action register. D Archibald will take this forward |
|  | 1. **Working Group Updates**

**Confidential Agenda****The meeting moved to the confidential agenda which is separately minuted** |
| CM/JR/DARL/DA | * **SE&I Update**

J Rezendes advised the group has met twice (July and August)The ASPC inspection was discussed, and while it is anticipated that this will not take place for another couple of years we should keep moving forward with preparation. A staff survey is planned to provide some insight into that the ASP knowledge of partner agencies. ASP improvement actions outstanding, and we agreed that some areas should be deferred to other working groups as they sit better with their remits. We are conducting an evaluation of service user feedback and developing a smaller group to try to capture advocacy. We discussed the engagement protocol and D Archibald will pull together a small group to discuss how the Engagement and Escalation protocol looks in practice. LSI procedures are due for review and it will be good to see how partners feel. We asked for the Financial Harm protocol to go back to FHWG for any required review. The ASP self-evaluation calendar has been populated and will keep momentum going and there has still been activity ongoing through COVID. Agreed that the L&D working group should take forward competencies and staff survey, and N Broad will be involved with this. N Broad developed a report based on the ASP stats and will bring to the group each quarter and will bring it back next few times to get more partner agencies opinions on what would be helpful. Future inter agency audits to be team approach. Intention to progress audit of competency framework by partner agencies in future. Committee Supported recommendation of team approach to future audits.N Broad has provided a summary data report, which is similar to the National Data Set reported on annually, but we will report quarterly. Data for quarter 1 (1 April 1 to 30 June) shows that Police is the largest referral source. The highest age range for referrals is the 40 -65yrs range which differs from previous trends. In client category it was discussed that Dementia is not reported, so work is being done with teams to validate that data. Main category of harm is physical and psychological harm but financial harm follows. We need a breakdown of age groups as it will be useful to see and interrogate that a bit more. Biggest incident location is own home. N Broad can break this data down as Committee would like to see it.A Small said that current thinking is that it data comes with challenge questions – “so what does this show us, tell us, what should we do with this information?”. C Moir commended the group for being rich in data and stated this is very helpful but, as Alan said, so what? We need challenge questions (as with child protection reports). There is a bit of a gap, and we need conversations around data. CM, JR and DA to discuss prior to SE&I meeting. APC needs to be ahead of curve.J Rezendes commented that Social Work data follows along with ASP protocol and indicators were picked with dates to encourage validation. Discuss major themes in general. Use protocol to see how these could be developed in an inter-agency partnership way. J Rezendes can explain some of the learning in Social Work and help to build in something like what we were doing in Social Work. N Broad stated that the data needs more scrutiny, and A Small stated that there is a big push in Child Protection about analysis of data and what it tells us. Committee needs an aid to start this conversation, therefore it should start at SE&I with the context wrapped around data and continued at ASPC. C Moir to share data report with JR, DA and NB. Can be amended to suit ASPC and develop our own set of questions.* **L&D**

R Lawrence advised that the group met on 20th July. This was the first one since RL took over. The group considered initially what the group is about, and how COVID has brought challenges in continuation of learning for single and multi-agency groups. There will be a full review of the L&D Action plan, and the group looked at what we need to pull forward. Need to know how we ensure that what we’re doing is key to full Committee. The group will have input into the Suicide Prevention Forum and the Service User forum. Need to consider how do we plan to do this, and link to the group, ICR20 and 22.J Rezendes spoke about the competency framework, and we need the so what part in this also to show how it’s useful. RL noted that the key issue with the group is membership which has reduced, and we need to make sure we have representation from those who have a stake in the full ASPC. D Archibald has written to members to indicate continued interest. RL asked Committee members to ensure that we get full attendance or new members from areas where we don’t have representation. We need to have a wider conversation around the Service User forum in 2021, specifically around the focus of that, driven by ASPC. The biggest short-term issue is COVID and how we’re responding and making sure people are being trained. The group is looking at reviewing and renewing online training. D Archibald is doing work with the trainer (Valerie Nelson) particularly for Council Officers so they can still access training. We need to get quality materials online through webinar or interactive sessions, not just eLearning. The group is looking at Webex as a tool we can use. Shorter online sessions for all staff, will have an impact on how we do this longer term if we want to hold on to this even after COVID if this works for the business. We discussed the pilot Practitioners Forum which had good feedback, good attendance, and a proposal for the roll out of that.A Small noted that it is good that the group is considering how to deliver training in other ways.D Archibald commented that the group also hopes to have a full proposal around training in November, and the Service User Forum. In terms of the Practitioners Forum, the Committee in November 2018 agreed the pilot Practitioners Forum supporting learning for ASPC, case discussions and learning through practice. In 2019 3 forums took place in Cowdenbeath. A survey was issued by Survey Monkey in November 2019, and aims met, This was useful, and there was lots of information and discussion around what would be helpful going forward. Evaluation noted the success and the requirement for a Lead Person to collate the agenda and disseminate papers. There is support for the forum going forward. Conversations have been had with the 7 localities through Fife, for staff to discuss learning and issues occurring and meet other practitioners. The proposal is that the Forum will happen 4 times per year, to align with ASPC, so that data and topics can be fed into Forums and there is then a clear line of discussions coming back to ASPC e.g. ASPC in February, then a Forum in March/April following which all topics discussed at Chairs group prior to ASPC . Rolling protocol for opportunity for ASPC to feed into forums and get feedback from them. Each Forum should have evaluation at the end with questions set by Committee, with review by the Committee annually.J Rezendes commended the proposal which will promote learning. In relation to scenario-based discussions, if discussing a specific case, ensure confidentiality statement is written into the agenda.C Moir echoed the commendation and said this is a fantastic paper. Suggested a conversation with DA and Malcolm McGovern in Education. A similar model has happened in GIRFEC over last 2 years, with locality based, multi-agency sessions, which are then evaluated and written up so may be some learning in that. R Lawrence may have been involved so could give info to D Archibald.  S Cunningham agreed this is all positive progress for learning at practitioner level. Question around the timeframe for implementation, just because Police is split into 3 localities, not 7, and need to find the right people in the business with practical understanding, so timing would be helpful to start planning ahead.A Small queried if there is a backup plan for virtual learning.D Archibald confirmed that timewise the February ASPC may lead into the first round of forums. The backup plan is that there is a L&DWG in October and there will be discussion around whether virtual is possible, in terms of restrictions for numbers. Virtual is probably plan B and it is likely to be plan B in March 2021. Further update for ASPC in November with a view to the first forum going ahead in February.Committee approved – DA to go ahead and plan.D Archibald summarised the aide memoir and advised that Committee had requested this for 2nd officer undertaking an adult investigation to support multi agency partners. Provides partner agencies who have appropriate positive working relationships with service users, the opportunity to be Council Officer. Need to building confidence with this and link with training with regards to Council Officers training online. Once available we can share across partner agencies to give more confidence.  A Small queried what format this will take and D Archibald confirmed it will be attached to interagency ASP guidance. J Rezendes can connect a link to procedures. Committee approved.A Small advised the Committee that R Lawrence has agreed to remain as Chair for L&D until end of 2021.. A Small also extended thanks to J Jarvie for chairing Financial Harm for the last year.* **Financial Harm**

J Jarvie stated that he had been keen to get group back up and running. Ongoing work of the group is looking at the survey which Nicola Buchanan has been in Contact about and the Survey Monkey will be issued. The group met and outstanding actions and the future of group was discussed. J Jarvie thanked M Durowse and L Duncan for papers provided. The group will meet again in October. The intention is to reinforce current practices e.g. banking protocol. There are early stages of banking harm document in progress. Need discussions around types of Financial Harm. Need to look at data to see how that affects adults at risk and this will determine our actions going forward. Also need to consider COVID restrictions. Links also to Suicide Prevention. The work plan previously was close to completion so J Jarvie and M Durowse will present new ToR and Action Plan to be presented to Committee, but with the pandemic and increase in fraud feels we need to be more permanent group.S Cunningham supported this suggestion from a Police position.A Small advised that the Committee undertakes L&D and SE&I, but that a Financial Harm Working Group may not always be needed as much as it is right now it is required. Can’t agree that it will be a permanent group but in the current climate it needs to be continued. We hope that one day the concept will become embedded in practice.J Rezendes agreed that for now it is timely, and the group needs to continue. Consider a review in 6 months to a year but need a clear reason and tasks for groups going forward. Could set up subgroups for harm types, shown by data, and reported back up to Committee. D Archibald agreed that issues from COVID and SCRs meant for now, but that in time it will be embedded. There is no time limit but agreed it should not be permanent.C Moir agreed for the group to continue with a, purpose, focus and review.A Small agreed a year to review. FH group pulled together FH frameworks but not embedded yet, so work still to be done.Committee agreed.* **Missing Persons and Human Trafficking**

S Wood advised Committee that the group had a meeting on the 19th August, which was the first in 2020. The group is still under the Chair of Supt John Anderson, who set the agenda to refresh group tasks, and communication strategy, which will be actioned by P Wordie and S Wood. Recommendations by charity were hugely positive and returned discussions around no process embedded as normal practice for adults, and who is best placed to carry out these discussions. Also waiting for Missing People Charity to roll out training via a virtual platform. Discussion around the adoption of Herbert Protocol, which has been in place in Policing for a number of years. Looking for form to be approved by Committee to roll out to carers for people with Alzheimer’s and Dementia, or for others in the community.J Rezendes required clarification on the roll out method, and how people who might be vulnerable are identified, as well as how will it be progressed. Cautioned there might be issues of Data Protection in Social Work in terms of legislation S Wood confirmed this could be drip fed through police assessment to carers, and family members, without requiring going to partner agencies for a trawl of files. J Rezendes recommended linking with the Dementia Lead in Social Work who can share knowledge (Ruth McCabe) and get information to Social Workers to discuss when with people they are working with.Update at next Committee.* **Engagement and Participation**

S McEwan advised that the newsletter continues to go out every month, steering towards financial harm, domestic abuse and internet safety.Also looking at the staff survey on use of website.FHWG looked at easy reads and we are covered with information we have. If anything missing let SM know, either on financial harm or anything wider.Working with Deaf Communication Service, to shorten newsletter, and signing financial harm booklets.Looking at future campaigns and a wider communications strategy and service user conference for next year.D Archibald confirmed that a Communications Strategy will be brought to the November ASPC for approval. |
|  | 1. **COVID-19 and Adult Protection**
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|  | * Scottish Government Weekly Data Report - circulated
* SW Adult Protection Data - circulated
* Rapid and Thematic Review Paper
* For information
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|  | 1. **Recovery Planning**
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| DA | D Archibald sent out the recovery plan with some boxes populated. Request that it’s taken to all working groups for consideration to things that have occurred and need taken forward, and any learnings, positive or challenging. To be brought to next ASPC in November. D Archibald will circulate reminder two weeks before. |
|  | 1. **Biennial Report**
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| DA | D Archibald noted that this was for interest. The net Biennial Report is due in October 2020. Would have had draft here for sign off, but due to resourcing issues, we will put it out for quick turnaround for sign off prior to next Committee meeting. |
|  | 1. **Improvement Plan**
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| DA | Prompt to everyone whose name is next to an action. Need to look at this again.D Archibald request to leads to go through this and feedback any points relevant to your groups for November ASPC. D Archibald will provide prompts and reminders. End Jan draft for Committee in Feb, with sign off in March. |
|  | 1. **Inspection Preparation**
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| JR/DA | A Small advised that the Care Inspectorate is looking at ways to do this virtually. We need to set up our Inspection working group again, with insight into what inspectors will be looking at. J Rezendes was involved in inspection group previously. DA to look at dates, invites etc for reunion of group and consider options for virtual inspection. J Rezendes and D Archibald to work together pulling names. |
|  | 1. **ASPC Terms or Reference**
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| DA | Needs updating. D Archibald will do some work on this moving forward, looking for colleagues/partners thoughts and consider if we need a meeting to go through further, based on email responses. |
|  | 1. **AOCB**
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| JR/DA | J Rezendes advised she had been contacted by Exodus 91 which is an organisation supporting survivors of human trafficking. They are looking for funding for training. Committee agree to scoping and joining up with CPC. J Rezendes will send email to Exodus91. J Rezendes to link with Paul Comely also (D Archibald to link with him)No other business |
|  | 1. **Date of Next Meeting**
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|  | Wednesday 18th November 2020 |

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