**MINUTE OF MEETING**

**Wednesday 6th November, 2019 at 10.00am**

**Committee Room 1, 5th Floor, Fife House, Glenrothes**

**Present:**

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| Alan Small, Independent Chair |
| Janice Bain, Care Providers Forum (not for profit CP’s) |
| Norma Beveridge, Head of Nursing, ECD, NHS Fife |
| Carolyn McDonald, Associate Director of AHP’s, NHS Fife |
| Craig Stephen, Police Scotland |
| Vikki Milne, Scottish Government |
| Julie Paterson, Divisional General Manager (Fife-wide), Health & Social Care (Depute Chair), Fife Council |
| Paul Short, Service Manager, Housing, Health & Social Care, Housing Services, Fife Council  |
| Jennifer Rezendes, Service Manager Audit (West) Health & Social Care, Fife Council |
| Karen Pedder, Service Manager (Operations Central), Education & Children’s Services  |
| Mike Gemmell, Station Manager, Scottish Fire and Rescue Service  |

**Apologies:**

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| Susan Burt, People First (Fife), Service User Representative  |
| Mhairi Lochhead, Manager, Fife Carers Centre  |
| Julie Shields, Scottish Ambulance Service  |
| Mark Duffy, Group Manager, Prevention & Protection, Scottish Fife & Rescue Service (East) |
| Janice Brown, Care Inspectorate Link Inspector |
| Scott Cunningham, Police Scotland |
| Dawn Adamson, Fife Council Trading Standards |

**Minute Taker:**

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| Margaret Kennedy, Support Assistant  |

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| **Item** |  | **Action**  |
| **1.** | **Welcome/Apologies**AS Welcomed members and apologies were noted. AS informed that Hazel Crielly has now secured a promotion and will no longer be chairing Learning & Development working group or Financial Harm working group. Her position as Chair will temporarily be held by Craig Stephen. Thanks for Hazel’s contribution to Adult Support & Protection Committee were shared. Helen King attended her last Adult Support & Protection Committee meeting in August 2019, due to her apologies at today’s meeting. Helen will be retiring in the foreseeable future and acknowledgement of her contribution as Adult Protection Committee Co-ordinator were made.  |  |
| **2.**  | **Minutes of Last Meeting**The minute of meeting of 21.08.19 was agreed. |  |
| **3.**  | **Action Register** **420 –** Feedback received from Police Information Officer and has been forwarded to Council Information Governance team. Final update should be available by next ASPC meeting. **502 – Surviving Christmas report –** Awaiting update from ADP whether support will be available. Update should be available by February 2020. **527 – SCR Child –** JP updated that CAMHS have undertaken improvement action in relation to SCR, which they will develop further. No further action required by ASPC. **530 –** updated information related to alcohol and drug deaths will be provided to members for information. **531 – Fife Suicide Prevention Strategy and Action plan** – CS updated that an update should be available by end of year once been to governance. AS advised that meeting being held with Rose Fitzpatrick, chair of the national Suicide Prevention Leadership Group, John Paterson, chair of Adult Protection Conveners forum and himself to identify where ASPC can link into National Suicide Prevention. **532 – Crossing the Act –** Members to encourage relevant personal to take up spaces available. **535 – Child Sexual Exploitation –** Jade Doig, CSE Co-ordinator will be invited to future meeting to provide feedback. **536 – NHS Adult Support & Protection** – CMcD advised that NHS network has been established and good practices are being shared. Meetings will take place 3 x annually and minutes will be provided to ASPC meeting.  | **CS****CS** |
| **4.1** | AS updated that a short action plan has been established for Inspection preparation. Meeting held on 04.11.19 identified work using quality indicators and active self-evaluation to be progressed. 3 or 4 action points have been identified and notes of the meeting will be circulated to committee members once available. | **AS** |
| **4.2** | Vikki Milne, Adult Support and Protection Team Lead, Social Care Support Division, Scottish Government,Presentation on Adult Support and Protection the National Perspective which provided updates on improvement plans for next 3 years. VM clarified that inspection being held in early 2020 will focus on adult protection, however a meeting in November will identify what tools of methodology will be utilised to complete inspection. VM will provide some information once this has been clarified. VM updated members on the launch of SCR Guidance to all committees and the launch even held in Glasgow on 5th November. | **VM** |
| **5.1** | **Case Review Working Group –** JP advised that next meeting will be held on 18.11.19. ICR 16 – SAR has been completed and will be progressed at meeting 18.11.19.The new SCR guidance was discussed, and it was agreed that Fife ASPC would work towards adopting it in full. |  |
| **5.2**  | **Self-Evaluation & Improvement Working Group –** JR provided update. * Noted continued progress being made by group.
* The annual inter-agency audit report for 2019 JP highlighted concerns over Page 7 recommendation 4 due to risk of identifiable information.
* Committee acknowledged the improvements made and that 17 out of 19 risk managements plans were graded as good and above.
* Summary statistics report – committee members to scrutinise figures for their relevant service and provide feedback of accuracy at next ASPC meeting.

A quarterly data update report to be included with the Self Evaluation & Improvement Working Group update.  | **ALL****JR** |
| **5.3** | **Learning & Development Working Group –** CS provided update * Noted progress made on work plan.
* Committee noted that this is first update provided to ASPC re the Practice Development Network meetings. Concerns were raised by PS regarding no housing staff currently attending. It was discussed how this pilot is currently being monitored and the need to ensure that this is beneficial. Any concerns to be directed to CS who will follow up.
* Committee noted bespoke training being requested and the need to identify why the training is being requested.
 | **CS** |
| **5.4**  | **Financial Harm Working Group –** CS temporary chair provided update * Easy Read Mate Crime and Cuckooing – agreed
* Easy Read: Financial Harm Scams and Bogus workers – agreed
* Easy Read: Keeping you money safe – agreed

Contribution by Shona McEwan acknowledged.  |  |
| **5.5**  | **Missing Person’s/Trafficking Group –** update provided by CS.* Police Scotland ‘P’ division in-service day incorporated Human Trafficking training.
* CS clarified that missing person reporting data collation is verified from phone calls. There is a multi-agency effort to develop tools to reduce police intervention.
* CS will forward current Missing Person protocol to ASPC with a view to sign-off by 21.11.19.
 | **CS** |
| **6.** | **a.** Improvement plan 2018 – 2020 provided – any changes required to be noted to AS.**b.** Large Scale Investigation Guidance and Procedure was launched in 30.09.19 by Social Work, Health and Police. Approved and agreed. **c**. Service User Engagement Strategy and Easy Read version currently at draft stage. To be considered by agencies and virtually agreed within 3 weeks to ensure completed prior to HK retirement. **e.** Easy Read Capacity and Consent Suite – **(i)** Making decisions: What does ‘capacity’ mean? JP noted page 9 should read “If a doctor has said that you lack capacity in ***some or all areas,*** someone else called a Guardian will get the power to make decisions for you”. All easy reads out for consultation. Feedback to be provided by 11.12.19.  | **ALL****ALL****ALL** |
| **7.**  | **Annual report and Easy Read Annual Report** draft provided. Information still to be added. Consultation and feedback required to AS by 27.11.19 to allow publication by end of November. Acknowledgement of progress made by ASPC committee.  | **AS** |
| **8.**  | **People First** Newsletter Spring Summer/Summer 2019 provided for information.  |  |
| **9.**  | **AOB** |  |
| **10.** | **Date of Next Meeting – Wednesday 5th February 2020 @ 10.00am, Committee Room 1, 5th Floor, Fife House (FHM05.001).** |  |