**MINUTE OF MEETING**

**Wednesday, 6th May 2020 at 10.00am**

**Via MS Teams**

**Present:**

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| Alan Small, Independent Chair |
| Shona McEwan, Engagement and Participation Co-ordinator, Adult Support and Protection Team, Fife Council |
| Lisa Weylandt, Advocate, People First (Fife) |
| Susan Burt, Service User Representative, People First (Fife),  |
| Sheila Berry, Scottish Ambulance Service  |
| Norma Beveridge, Head of Nursing, ECD, NHS Fife |
| 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 |
| Stephen Wood, DI, Risk and Concern Hub, P (Fife) Division), Police Scotland |
| John Jarvie, PS, Missing Person Operational Coordinator, P (Fife) Division), Police Scotland |
| Scott Cunningham, DCI, Public Protection, P (Fife) Division), Police Scotland |
| Janice Bain, Operations and Development Manager at RNIB |
| Lisa Duncan, Lead Professional, Trading Standards |
| Mike Gemmell, Station Manager, Scottish Fire and Rescue Service |

**Apologies:**

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| Karen Pedder, Service Manager (Operations Central), Education & Children’s Services |
| Danielle Archibald, Team Manager, H&SC Services Contact Centre, Fife Council (current Committee Member for her upcoming role as Co-ordinator, Adult Support & Protection Team) |
| Julie Shields, Scottish Ambulance Service |
| Mhairi Lochhead, Manager, Fife Carers Centre |
| Paul Dundas, Scottish Care |
| Jennifer Rezendes, Service Manager Audit (West) Health & Social Care, Fife Council |
| John McKendrick, CEO, Fife Forum |

**Minute Taker:**

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| Pauline Johnston, Support Officer  |

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| **Item** |  | **Action**  |
|  | **Welcome/Apologies**AS Welcomed members and apologies were noted.  |  |
|  | **Minutes of Previous Meeting – 05 February 2020**Approved with the following changes:* Janice Bain did not attend – to be amended
* SB noted that organisation is recorded as People’s First, this should be amended to **People First**
 | **PJ** |
|  | **Action Register****531 - ASPC to be kept informed of Fife Suicide Prevention Strategy and Action Plan**An event was planned for September and draft Action Plan on hold due to current circumstances.**540 & 541 – Audit and Data Reports**Ongoing – AS asked that every keep this in mind**546 – Improvement Plan**AS noted that the plan would have been refreshed by now in normal circumstances. AS informed that the there has been an agreement to continue the Child Protection Improvement Plan and the Public Protection Improvement plan until 2021.It was agreed for the ASP Improvement Plan to continue to 2021 and AS to try and schedule a meeting around the end of Summer to update the current plan and consider new plan going forward.**548(b) – Herbert Protocol roll out update**Ongoing**550 – CSE update reports**AS spoke to Gary Ogilvie about the updates being tabled at the ASPC however, CSE Working Group has not met since. Ongoing.**551 – DEWIS Project**SC chairs the MARAC Operational Group and is exploring data. VPD data for 2017/18 and 2018/19 was checked and showed no significant changes. Still to confirm data for 2019/20. More specific information to come.**552 – Reporting Prevent concerns labelling**Planned meeting postponed – ongoing**553 – National Adult Protection Day 2020**JP advised that DA and JR did report back about this. JP will send this on to AS for committee’s info.**554 – Pre-inspection Working Group**Care Inspectorate inspections have been suspended, however AS asked that members do not forget out this. To be discussed at next meeting. Ongoing.**555 – Conference for Service Users**Postponed due to current circumstances. Ongoing. **556 – Adult Survivors of Childhood Abuse video**SM sent video to IT to link to Adult Protection website but is unsure of progress of this. SM will check on progress although likely to be low priority at the moment.**557 - Repeat callers and those that are treated at home without the need to attend hospital by Scottish Ambulance Service.**Jean Scafe contacted AS and Paul Connelly informing that service does not have Adult Protection and Child Protection information for any addresses that they are called out to. SB advised that having information from Child Protection and Adult Protection register should never change the decision to report however, an awareness of the background may heighten senses and make sure nothing is missed.JP explained that although there is a Child Protection register there is no Adult Protection register. JP informed that this highlights that links have not been made as well as they could with the Scottish Ambulance Service for ASP Case Conferences for particular people we are concerned about and work needs done around this.SB stated that there is concern that heightened behaviour of repeat callers is not picked as due to different team attending. Care Plan could possibly be shared by SAS.To be taken forward by H&SC and SAS,Action – consideration of steps forward to issuing further guidance to staff and update guidance. JP will contact all managers to invite SAS to Case Conferences where appropriate. JP will find out from SB regarding who to contact.**558 – Practice Development Locality Group**Ongoing.**559 – FHWG**AS advised that he feels that FHWG should continue at present time. JJ agreed and informed not had time to look at stats as yet. FHWG covered later in Agenda.**560 – Easy Read resources staff survey**On hold | **SC****ALL****AS****JR****AS****JR/SC****AS****JP****AS****DA, SM & JJ****SM****JP & SB****JR****JJ****SM** |
|  | **Chair’s Update**Noted.AS informed the members that this is likely to be the last APSC meeting that JP will attend as she has secured the position of Chief Executive of Metal Welfare Commission. AS advised that not only is JP a great contributor to the committee but was heavily involved in setting it up. AS stated that JP will be missed and wished her all the best.JP thanked AS for his kinds words and informed that she does not plan to leave until August. JP thanked AS for his continued work as Chair and taking the group forward.AS highlighted to the group the link on his update to the new National Adult Protection website for guidance.AS informed that the Adult Protection data expected from SOLACE this week will not be received until next week. Group will need to look at what sort of response is needed by the Centre.AS said that he hoped everyone was finding the weekly Public Protection bulletin useful. |  |
|  | **COVID-19 and Adult Protection**Supplementary AP GuidanceAS found the circulation quite informative and noted that information put together by H&SC partnership was included.SW Adult Protection DataJP advised that the referrals into social work around ASP have all been appropriate and have been progressed through ASP procedures as required. Data is analysed every week by locality Senior Managers.JP advised that shielding work is being carried out. Over 10,000 people have been asked to shield and 8,800 of them have been contacted by social work to check on them, rest have been contacted by letter and if not bee able to contact then these have been visited.LW, on behalf of People First, asked where a lot of their members have had their care packages reduced, is there a correlation to adult protection concerns. JP advised that there has been no reduction in care packages as part of this process and invited LW to contact her directly to discuss individual cases. JP stated that there has been a reduction in home care due to increased number of family members at home and also the suspension of Day Service and Respite.AS noted that with the number of referrals dropping it seems that the triage process is a bit more refined at present. With the information being looked at on a weekly basis, this will help trends to be identified and reporting risks to Chief Officers. AS said that he would be interested to see Fife’s information in contrast with the rest of Scotland.  |  |
|  | **Working Group Updates****6.5 Participation and Engagement** *(moved up Agenda as SM leaving to attend another meeting)*SM advised liaising with Comms in terms of press release along with social media in terms of financial harm.Staying Safe, Keeping Well publication – paper resource is available for people not accessing electronically. Proposed that poster sent out for supermarket noticeboards. The committee agreed to this and asked that it be progressed. SM has asked police how they disseminated Domestic Abuse posters to supermarkets and waiting to hear back. SC advised that he was pleased with the Shut Out Scammers media campaign. LD advised that Environmental Health Team have list of all supermarkets in Fife. LD will forward list to PJ.**6.1 Case Review Working Group**(b) ICR 19JP advised that ICR19 was a fire fatality. There was a feeling that the ICR criteria wasn’t met but this case allowed a focus on learning from fire fatalities. CR WG is good forum to look at this and MG confirmed that in addition this served the purpose of supporting SFRS internal process. JP stated that she would like CR WG to look at any future Fife fire fatalities if committee agreed. Agreed.1. ICR 18

JP informed that ICR18 links to financial harm and is a complex case involving a lot of people. The CRWG held on 09.03.20 concluded that the criteria had been met. The group proposed a Learning Prism Event is carried out to identify learning, subject to Major Investigation Team (MIT) approval.SC stated that the Police Scotland Major Investigation Team is leading the investigation. SC informed that open engagement with staff involved in the case is not supported by the Crown office. SC has been waiting two weeks on for an update on this. AS added that he is in conversation with the Crown Office about Case Reviews progressing whilst criminal proceedings are live and is disappointed that this was their view.JP agreed that the criminal investigation was a priority and need to wait for clarity. JP has asked for the CRWG to meet mid-May to look at feedback and what learning can be disseminated out to workers, not contradicting anything for the investigation. It was agreed that ICR18 would not go forward to SCR but go to Prism Event. Prism Event on hold due to current circumstances.JP advised that learning has already been identified as each agency has been asked to do their own Action Plan and this will be pulled together as full Action Plan. JP will bring this back to committee to give reassurance that learning is being looked at.**6.1 Learning & Development Working Group**NotedPractitioner Forum – AS has seen the analysis and feedback report which was to be looked at by DA as to whether Forum was to continue. DA not yet in post so action ongoing.North Ayrshire Resource Online Training – AS sent this onto the group and the general feeling is that the Social Work Scotland app may be the best resource for this.**6.3 Financial Harm**NotedAS noted that JJ commented earlier that fraud across the country had increased due to current situation. JJ stated that there has been a 19% increase in reported frauds - 75/80% cyber enabled. JJ is looking to provide further context, more importantly with regards to adults at risk. JJ intends to hold another meeting in June and get stats together for this. AS advised that Nicola Buchanan has licence to arrange MS Team meetings where people can phone in and can set this up for JJ if needed.LD said that she agrees that there are a lot more scams as this correlates to the number of calls blocked. She reported a 25% decrease in scam calls coming through, possibly due to call centres not operating.**6.4 Missing Persons/Trafficking Group** NotedSW informed that there has been a significant drop in missing person reports over the last 6 weeks in Fife and also Nationally. This would be consistent with the Government's viewpoint that the majority of people are generally adhering to instructions.AS noted that work has not been done in relation to trends for adults going missing during current pandemic. AS asked SW to see if this information was generally available. SW will find out, enquire and reply.AS informed that he received an email from Emma Simpson-Faichney, National Coordinator Scotland, Missing People stating that she was really impressed with Fife’s Missing Person Protocol and is looking for permission to share it. SW will look at email and respond. | **LD****JP****DA****AS****SW** |
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 | **AOB** PS stated that the service managed to complete a Single Agency Audit prior to lockdown. Results were really positive. PS will write this up and share.JP advised that DA’s appointment to her new role will be progresses that the earliest opportunity. DA will certainly be in post prior to JP leaving.AS advised that the person taking over Nicola Buchanan’s old role should be in post shortly.MG advised that SFRS have suspended fire safety checks. SFRS are still happy to receive referrals as still able to help in other ways such as fire-retardant bedding and smoke alarm installations linked to Telecare. | **PS** |
| **10.** | **Date of Next Meeting – Wednesday 2nd September 2020 at 10.00am.**  |  |