**MINUTE OF MEETING**

**Wednesday, 5th February 2020 at 10.00am**

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

**Present:**

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| Alan Small, Independent Chair |
| Paul Short, Service Manager, Housing, Health & Social Care, Housing Services, Fife Council |
| Norma Beveridge, Head of Nursing, ECD, NHS Fife |
| Susan Burt, People First (Fife), Service User Representative |
| Kate Croft, Advocate, People First (Fife) |
| Stephen Wood, DI, Risk and Concern Hub, P (Fife) Division), Police Scotland |
| Scott Cunningham, DCI, Public Protection, P (Fife) Division), Police Scotland |
| Craig Stephen, PS, Missing Person Operational Coordinator, P (Fife) Division), Police Scotland |
| Danielle Archibald, Team Manager, H&SC Services Contact Centre, Fife Council (attending for her upcoming role as Co-ordinator, Adult Support & Protection Team) |
| Jennifer Rezendes, Service Manager Audit (West) Health & Social Care, Fife Council |
| Mhairi Lochhead, Manager, Fife Carers Centre |
| Karen Pedder, Service Manager (Operations Central), Education & Children’s Services |
| Shona McEwan, Engagement and Participation Co-ordinator, Adult Support and Protection Team, Fife Council |
| Sheila Berry, ASM Fife |
| Jade Doidge, CSS |
| Sarah Finningham, CSS |
| Norma Beveridge, Head of Nursing, ECD, NHS Fife |
| Carolyn McDonald, Associate Director of AHP’s, NHS Fife |
| Emma Simpson-Faichney, National Coordinator Scotland, Missing People |

**Apologies:**

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| John McKendrick; CEO Fife Forum |
| Julie Paterson, Divisional General Manager (Fife-wide), Health & Social Care (Depute Chair), Fife Council |
| Mike Gemmell, Station Manager, Scottish Fire and Rescue Service |
| Janice Bain, Operations and Development Manager at RNIB |
| Donna Adamson, |

**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. AS advised that this will be Craig Stephen’s last meeting as he is moving on to a promoted post. Thanks for Craig’s contribution to Adult Support & Protection Committee were shared. |  |
|  | **Missing People Presentation**  E S-F gave the committee an overview of the Findings and Recommendations of the Fife Review: National Missing Person’s Framework Project.  AS thanked E S-F for her presentation. AS asked whether there would be a risk-based intelligence-driven approach to whether a Return Discussion was required. CS confirmed that it was.  A discussion took place regarding the Herbert Protocol mentioned in the report which was proposed to be rolled out nationally last year. It was noted that that lots of services have their own protocol, but it would be useful for members to measure their protocol against the Herbert Protocol. JR will contact Ruth McCabe to get an update on the Protocol roll out.  AS recommended a change in terminology in the report regarding the recommendation of adults being ‘given a choice on who is to complete their Return Discussion’ as the person who is chosen may not have the skills to carry out the role. E S-F advised that there will be an element of training offered out over Fife. AS advised that this is relooked at.  It was noted from the report that ‘Missing People to request dip samples of 5 anonymised Return Discussions of adults and children to better understand the quality of Return Discussions and evidence good practice in Fife’. CS advised that he has started work on this.  KP asked how information is collated from C&Fs. CS advised that they don’t collate from C&F of Fife. Fife seems to be further ahead with this for children than adults as there are likely to be more professionals involved. The Return Discussion is carried out and fed into the system. AS will invite Iman for Child Protection along to the ASP Committee meeting.  AS advised that consideration is needed about how to continue the improvement journey. | **JR**  **AS** |
|  | **Child Sexual Exploitation – The role of the CSE Advisor**  JD gave a brief overview of the work of the CSE and her role.  Main elements of role:   * Direct work * Working alongside Police * Working alongside other agencies * Giving inputs to various partners   SF advised that their remit covers under 18-year olds now as there is a recognised gap for young people aged 16 – 17 years old. The CSE have a role to support children and young people sexually exploited and at risk. JD has picked up a caseload of young boys who have both experienced harm and are at risk of harming. JR advised that perpetrators of harm should always be accessed in their own right and if this is not happening then this should be fed back. SF stated that there are some limitations with multiagency’s and people’s understanding of this. JD’s role is a focus on networks, perpetrators of harm and contextual safeguarding.  AS advised that CSE consider making link between trafficking and exploitation. The Cuckooing legislation is victim friendly. SC advised that nationally the CSE report through the Scottish Government.  AS suggested that CSE working group should be reporting to Adult Protection as well as Child Protection given their remit. AS will suggest this to Gary Ogilvy who chairs the group. | **AS** |
|  | **Minutes of Last Meeting**  The date of the last meeting was wrong on the last minute. PJ to amend.  The minute of meeting of 06.11.19 was agreed subject to the above amendment. | **PJ** |
|  | **5.1 Action Register**  **420 – ASPC ISP**  Finalised and circulated 3rd December 2019.  Protocol and leaflet agreed by Committee. Action Complete.  **502 – Surviving Christmas report**  A localADP has agreed to sponsor 2020 report. Action complete.  **530 –** updated information related to alcohol and drug deaths will be provided to members for information. JP to provide update for next meeting. Action ongoing.  **534 –** action completed.  **535 – Child Sexual Exploitation**  Jade Doig, CSE Co-ordinator will be invited to future meeting to provide feedback. Action complete.  **540 – Audit Report**  SE&I partner agencies have been asked to put forward data areas they would like to see reported on a quarterly basis, detail to be provided to the Performance and Improvement Team by 31 Jan 2020.  **541 –** as 540.  **542 - Cowdenbeath Practitioner Forum**  Item 8.4 on Agenda  **545 - Missing Person Protocol**  Action complete  **546 - Improvement Plan**  Item 9 on Agenda  **547 - Service User Strategy and Easy read version**  HK advised that this was complete. AS will check.  **548 - Easy read drafts**  Amendments made. Action complete.  **549 – Annual Report**  Report published. Action complete.   * 1. **Master Action Register**   Instruction from Helen King, former Coordinator for Adult Protection, was that the full action register was to be reviewed every two years. This is quite a lengthy document. It was agreed that in future it will only be the previous two years actions that are brought to the committee. | **JP**  **SE&I WG**  **SE&I WG**  **AS** |
|  | **Chair’s Update**  **Dewis Choice presentation**  Circulated to members for meeting.  JR advised that she is unsure whether the specific information required can be picked up from the statistics but can look to report on over 60-year olds subject to ASP and provide a quality audit on that.  SC advised MARAC role to see if any data available on this and will feedback to the group. AS advised that he would like to work with Dewis Project but would be useful to find out what issue is before feeding back to the Project.  It was agreed that this item should be brought back to future Committee Meeting.  **Reporting Prevent concerns labelling for Fife Council vehicles.**  Label has been created but feedback from Comms was that they are not sure whether Housing Service has the skills for this. PS advised that the Service already has a process in place and label will act as a prompt.  DA advised that in her experience the process works really well in practice.  AS suggested that once it is shown that the two work well together then think about rollout to NHS and Fire and Rescue Service. AS is meeting Laura Thomson again on 03.03.2020 and will update the Committee.  **Scottish Football Association**  Noted. | **JR**  **SC**  **AS** |
|  | **National Adult Protection Day 2020 (20 Feb 20)**  SM advised overview of publicity planned for day. Committee asked to retweet any Tweets about this. SM will check with Comms to see if hashtag can be set up in advance, so members can set up automatic retweet function.  AS asked whether the National Day has an impact on referrals. DA and JR will look at this and update the Committee. | **SM**  **DA/JR** |
|  | **8.1 Case Review Working Group**  ICR16 and ICR17 has been to the Case Review WG. Group do not think that these cases meet the criteria for SCR. Committee agreed to endorse this decision.  JR advised that an outcome from ICR17 was a letter of thanks to be sent but unfortunately the staff member no longer works for the organisation.  JR advised that ICR18 and ICR19 will be considered at CRWG when all chronologies have been received. The group took the decision not to progress with ICR18 at the moment due to an ongoing investigation by Police Scotland into this case.  SC advised that he does not see any issue with the group going forward with this.   * 1. **Self-Evaluation & Improvement Working Group**   Decisions/Items to note for ASPC   * Continued progress made by group – noted. * Committee agreed to support progression of a staff survey * Committee agreed that quarterly ASP data be presented to WG. Action for Service Leads to have consultation regarding what data would be beneficial and reply to SE&I WG. * Fife data in relation to perpetrators of harm considered and noted.   **Pre-inspection WG**   * Health update required * Committee to have another look and come back in three weeks with update * SFRS and Police have been asked to report regarding new offence * JR advised that NHS recently amended reporting protocol process. Harm form is loaded onto Datex.   1. **-** **Learning & Development Working Group**   Decisions/Items to note for ASPC   * Ideally, Health should chair this working group, but JG will continue to chair until another identified. * Discussion around Conference for Service Users. Action for DA, SM and new Chair of WFDG to look at this and send out ‘Save the Date’ communication.   Adult Survivors of Childhood Abuse – Action for SM to take forward linking video to Adult Protection website.  No national process for logging repeat callers and those that are treated at home without the need to attend hospital by Scottish Ambulance Service. Discussion was held around this. SB advised that Scottish Ambulance Service recently recruited Public Protection post. SB sits as lead. Process is in place for reporting to SA Service Datex (which links in to NHS Datex system) when any clinician attends at an address where a CP or AP concern is raised. SC and J Jarvie will have discussion around this.    The Committee agreed to the suspension of the Locality group until new Coordinator in post. Action for JR to inform M Durowse.   * 1. **Financial Harm Working Group**   Future of the Group  Discussion around whether financial harm is main priority at this time. J Jarvie will inform committee after looking at how the ASP Summary Statistics were interpreted.  It was suggested that financial harm could sit within another working group. PS reminded committee that the 7-minute briefing returns feedback are due. Results from this feedback may assist in the decision about the future of the Financial Harm WG.   * 1. **Missing Persons/Trafficking Group**   Noted.  AS thanked CS on behalf of the ASP Committee. The group appreciates his efforts and wishes him well in his future career. The group are grateful for CS’s input and he has been a welcome addition to the Committee.   * 1. **Participation and Engagement**   SM directed people to Upstream website who have a vast array of resources for professionals and parents.  AS asked if SM knew whether our easy read resources were widely used. SM advised that as of April 2018 there has been a massive spike in hits however this tends to be used as a paper resource by professionals. The website is not really accessed by the public.  SM provided the group with a list of easy read resources that is on the website which was distributed around the Committee. JR suggested a staff survey to glean how the website is being used. SM will put this in place. | **ALL**  **DA/SM**  **SM**  **JR**  **JJ**  **SM** |
|  | **Improvement Plan**  AS noted that this is coming to an end and needs to be completed by end of March. All people named to update and send back.  An Extraordinary Meeting may be required to finalise the plan and decide on priorities going forward.  It was noted that the decision for priorities will need to take place prior to the end of year statistics being produced but a draft Improvement Plan is needed by April 2020. PS suggested wider practitioner involvement for this and not just Committee members.  Actions are:   * Current plan to be updated * Suitable date and venue to be sourced for the new plan | **ALL**  **AS**  **AS** |
|  | **People First Update**  SB advised of a new newsletter and paper copies were handed out. The website link will be circulated.  People’s First across Scotland including Fife took part in Whole Life Survey which will conclude at the end of March 2020. KC is hoping to receive feedback soon which she will bring back to the Committee.  PS suggested that this could be looked at as part of the Improvement Plan with regards to how this mirrors the Fife research. |  |
|  | **AOB**  SC informed that Police Scotland is coordinating a mental health event on 16th March 2020 and is keen to energise interest for this. |  |
| **10.** | **Date of Next Meeting – Wednesday 6th May 2020 @ 10.00am, Committee Room 1, 5th Floor, Fife House (FHM05.001).** |  |