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

**Wednesday 3rd February 2021 via MS Teams**

**Present**

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| Alan Small, Independent Chair |
| Carol Sadler, Senior Safeguarding Lead, DWP |
| Chris Moir, Senior Manager for Education and Children’s Services |
| Danielle Archibald, Adult Support and Protection Coordinator, Fife Council |
| David Hayes, Sergeant, Concern Hub, Police Scotland |
| Jennifer Rezendes, Service Manager (Adults West), Health & Social Care, Fife Council |
| John Jarvie, PS, Risk and Concern HUB, P (Fife) Division), Police Scotland |
| Lisa Duncan, Lead Trading Standards Professional, Enterprise and Environment |
| Lisa Weylandt, Advocate, People First (Fife) |
| Mike Gemmell, Station Manager, Scottish Fire and Rescue Service |
| Nicola Broad, ASPC Quality Officer |
| Norma Beveridge, Head of Nursing, ECD, NHS Fife |
| Paul Short, Service Manager - Housing, Health & Social Care & Older Persons |
| Peter Wordie, PS, Missing Person Operational Coordinator, P (Fife) Division), Police Scotland |
| Ruth Smith, Engagement and Participation Co-ordinator, Adult Support and Protection Team, Fife Council |
| Scott Davidson, DCI, Risk and Concern HUB, Police Scotland |
| Sheila Noble, Fife Women Against Violence Partnership (Guest, presenting) |
| Shona McEwan, Engagement and Participation Co-ordinator, Adult Support and Protection Team, Fife Council |
| Susan Burt, People First |
| Winnie Burke, Strategic Inspector (Children and Young People) Care Inspectorate |

**Apologies**

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| Elizabeth Butters, Alcohol and Drug Partnership |
| Hazel Williamson, Communications Officer, Health & Social Care |
| John McKendrick, CEO, Fife Forum |
| Mark Duffy, Scottish and Fire and Rescue Service |
| Mhairi Lochhead, Fife Carers |
| Paul Dundas, Scottish Care |
| Roy Lawrence, Workforce Development Team Manager, Finance and Corporate Services |

**Minute Taker**

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| Jacqui Cook, Support Assistant |

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|  | 1. **Welcome and Apologies** |
|  | A Small welcomed members and apologies were noted.  A Small asked all to use the mute facility if they are not speaking and use the hands up icon if they wish to speak. |
|  | **2. Previous Minutes**  **Matters arising** |
| D Archibald | **Previous Minutes**  Agreed  **Matters arising**  **TORS**  D Archibald raised that the updates to the TOR had now been completed with the exception of one area, the deadline for papers to be sent out prior to ASPC. For this ASPC a two week period was trialled, however this resulted in two lots of papers going out and changes to the agenda. D Archibald recommended a 1 week period would be the most efficient way to progress and requested the view of the Committee.  J Rezendes agrees that 1 week and 1 email is sufficient.  N Broad agrees with 1 week.  C Moir agrees with 1 week  All ASPC members in agreement. TOR will reflect that the papers will be sent out 1 week prior to ASPC.  Action 1  D Archibald to action this for next meeting. |
|  | **3. Fife Violence Against Women’s Partnership**  **Item 3** |
|  | S Noble was welcomed by A Small as a guest to the meeting today. S Noble has attended to update the Committee on FVAW’s ongoing work and prioritise and highlight items if key importance within their Annual Report.  S Noble gave an update on what has been happening in FVAWP in the last 10 months and referred to the report provided to the committee. Highlighting how well partners have worked together during COVID to ensure that services are still being provided.  Fife Council are looking at employer accreditation which helped during COVID for providing knowledge to managers and staff.  Development of the Fife Suite for rape and sexual violence victims has been a significant achievement. There is ongoing attention being paid to working with housing and ensuring colleagues receive appropriate housing to support victims. Work is also being undertaken with MARAC at this time to reorganise how services are being delivered.  COVID has proved to have a big impact on violence against women and partners have risen to these challenges. Referrals have fluctuated during this time with some service users choosing to wait for face to face meetings which is proving to be a challenge.  Court services have also been affected which has impacted on alleged perpetrators and as a result of victims.  The report contains a range of stats which shows the amount of work by partners. Supplementary guidance with 20 more actions to be addressed locally during COVID and during recovery. More actions will arise going forward. FVAW is working more closely with ASPC and MARAC around vulnerable adults to ensure services are there and we are reaching out to service users.  J Rezendes referred to the reducing risks section around perpetrators and suggested this is something that Social Work could be involved in as part of interagency working.  C Sadler advised that DWP has also seen a rise in domestic violence cases across Scotland. Work being done to try to ensure payments are made directly to victims who were previously part of a joint claim.  P Short commented that from a MARAC and ASPC point of view there are lots of parallels and links. Also, feels that staff working with domestic abuse have done a great job with more referrals following lockdowns and there are good links being made and that can be made. There is a lot of change coming in the next year and will present challenges for everyone involved.  S Burt asked if it is recorded how many women with learning disabilities report abuse. S Noble advised that individually agencies do this, particularly for MARAC and high-risk cases, however it is not collated across all partners.  J Rezendes advised that Social Work records capture where it is known that a person has a learning disability and advised that there is current work within all operational teams to review allocated cases for accuracy on the client category. She clarified that this will enable Social Work to report on the number of people in each client category who receive a service.  A Small reminded the group that a year ago we discussed the DEWIS project, and despite the pandemic, this is worth keeping in mind when updating the Action Register. We still have that offer from the DEWIS project to work with us in ASPC.  D Archibald updated that she and S Noble have set aside time to discuss this. Also at MARAC there is some work ongoing around those over 60 experiencing abuse.  S Noble added that when looking at age range of service users, Women’s Aid in Fife have women from 60-80 and this service is provided for all ages, and that everyone is encouraged to come forward and use the services available.  A Small clarified that he is confident in the support provided to those known to have experienced DA across all age ranges, including those over 60. His worry is that there may be a prevalence of hidden harm in the 60 plus age group. |
|  | **4. Chairs Update –** |
| D Archibald/  J Cook | A Small covered 3 items.  Leadership Pledge in Trauma.  A Small introduced the Leadership Pledge for Trauma Informed Practice. This was recently adopted by COPS to be disseminated across all partner agencies and embedded with our work in ASP. A Small advised that this is an extremely positive step for all partners and advised that ASPC have already started to evidence commitment to the pledge and to being trauma informed as it is weaved throughout the whole Improvement Plan. Members of the Committee noted this positive step.  Information sharing letter being refreshed  COPS have agreed a refresh of the ASPC Information Sharing letter and the letter has been updated with new signatures and email addresses. Ready to go out and A Small has prepared a cover letter for Carol Potter and this will go out to all staff in those dealing with ASP in Fife.  Vice Chair  Following calls for notes of interest for the Vice Chair of the ASPC, N Beveridge has agreed to take on this role on a trial basis for 6 months and will join in agenda planning with A Small and D Archibald. N Beveridge was welcomed as Vice Chair of the ASPC.  Action 2  N Beveridge to be recorded as Vice Chair |
|  | **5. Action Register**  **Item 6** |
| A Small  A Small  D Archibald  D Archibald/  J Cook | D Archibald advised that all updates were issued prior to the meeting with outstanding/updated actions in red.  The only action requiring a further update at this time relates to item 550. A Small advised that update reports from CSE working group will be presented to ASPC going forward. The first paper will be ready tomorrow for CPC but was not ready for ASPC. N Buchanan has a copy of the paper and A Small will share with D Archibald and circulate to ASPC. Will speak to G Ogilvie and advise of timings of ASPCs to try to ensure going forward that papers are ready for this.  Action 3  A Small to arrange circulation of CSE report to all members  Action 4  A Small to speak to G Ogilvie regarding timings of papers.  D Archibald asked if this action can be considered concluded and taken off the Action Register and added as an ongoing item. Agreed.  Action 5  D Archibald to add update report as standing item on agenda and remove from ASPC Action Register.  D Archibald noted the action register may change in appearance going forward to align with the Improvement plan. This will likely take place from May 2021. D Archibald also advised that the action register will now be included as an extension of the minute so that partners are able to see agreed actions and take them forward following each ASPC.  Action 6  Action register to be issued with minutes going forward |
|  | **6. COVID: update**  **Request for a brief verbal update from each service as to trends or themes emerging as a result of COVID/current restrictions.** |
| W Burke/  D Archibald | A Small invited agencies to update.  J Rezendes advised that Social Work continues to take forward ASPC referrals. Council Officer assurance agreement has been set up for those who can’t attend face to face training but have evidence of training or enough experience. Continue to see huge amounts of work coming in for example, there were 154 IRDs completed in Social Work Contact Centre over the past quarter. Social Workers are still going out to visit. Daily report going to senior management around staffing to ensure adequate staffing is available.  N Beveridge updated that Health has been extremely busy with prioritising escalation of services to meet COVID demand and vaccination programme. Has been busier and more challenging during second wave. ASP Steering meeting had to be cancelled as a result of COVID pressures. Linking regularly with D Archibald going forward.  P Short advised Housing is working on critical activities. Homelessness has seen an upswing in domestic abuse referrals and this happened when lockdown was being eased. Older Persons Housing has seen some active outbreaks in homes and this is being addresses. Critical Housing staff have been offered testing and vaccinations, but this has brought in another level of work to coordinate this. Tenancy and repairs are ensuring that critical repairs are continuing.  S Davidson updated on Police Scotland. Integrated home working and those working in offices. Service and demand as normal. Replicating an increase in Adult Protection IRDs and VPDs, approx. 30% on referrals, and 9% in wellbeing.  A Small noted that this Police data is not being reflected in PPG.  J Rezendes advised that she could not account for why Police figures did not match Social Work data but affirmed that Social Work systems were used to report to SG. She also noted that it was difficult to identify trends at the twice monthly PPG meetings as the data didn’t allow for a view of longer-term trends.  N Broad advised that while there is an overall decrease in referrals this is not universal. Social Work is seeing an increase in Adult referrals and in the West. These trends are being analysed via SE&I.  A Small recognises that this is interesting and difficult to ensure that data from different sources is similar. This piece of work is currently on the action plan for SE&I.  M Gemmell SFRS staff have been advised to work from home. Anticipating a reduction in Adult Protection referrals being submitted as home fire safety visits have been suspended. 5500 visits would normally be done, and this is still being offered to most vulnerable if requested, but with limited engagement. Same service is offered to those at risk of fire related crime. Hard of hearing and telecare equipment. Fire stations being used as testing stations. Service identified a national trend regarding fire fatalities in 2020 and that trend was obvious when looking at fire fatalities across Scotland, and met the same profile (male, over 50, smoker etc). There was a fire fatality in Fife on 23rd December 2020.  A Small noted that referrals are down, but if home safety visits are not being done this may have an impact coming out of COVID, there may be an increase in fire fatalities.  M Gemmell confirmed there was an increase in fire fatalities across Scotland last year. 2019 was particularly low, therefore the increase last year was comparatively large. Secondary fires also increased nationally, however Fife did not follow this trend.  J Rezendes commented that data will be looked at further and that the SE&I group may consider how Leads will input to this going forward. Lead for Sensory Impairment and Fire and Police have been engaging well with accessible information and communication and this will help with people coming into 7 police stations going forward to report crime. It is also interesting to hear that SFRS are working with Sensory impairment services as well.  W Burke advised that inspection has paused as partnerships don’t have capacity now to support. First partnership has continued, although tests have changed for partnership. Remotely carrying out inspection. W Burke will contact D Archibald to get a picture of what is happening across Fife in relation to ASPC and delivery of services.  Action 7  W Burke and D Archibald to arrange meeting  The meeting was paused at this time to allow an invite guest, Barry Sneddon from Kingdom FM, to attend and provide feedback on the December communications campaign.  Communications Campaign Update  B Sneddon from Kingdom FM joined the meeting. D Archibald welcomed and introduced. B Sneddon gave an update on the evaluation from the Communications Campaign in December.  B Sneddon shared his screen and provided a slideshow giving an update on the data from the campaign. The Campaign delivered a slightly further reach than expected and the survey shows that people remember hearing the advert.  J Rezendes thinks campaign was great and the feedback was professionally presented.  A Small asked if the success of the campaign can be relayed through to the impact of the service. In B Sneddon’s opinion how successful has this campaign been?  B Sneddon feels it ticked a lot of boxes and is heartening to see results from the listener panel. Radio campaigns are difficult to measure, however if more referrals have come in then it would suggest that the campaign has been a success. Results are encouraging and longer campaigns with add-ons will work harder for you as the more people hear something, the more they will remember, take action, tell friends etc.  L Duncan advised that all previous TS campaigns have been most successful when undertaken with radio, particularly if social media packages are built in. Quality of data produced is impactful and shows where messages are going.  D Archibald thanked B Sneddon for his time and presentation. Item 14 related directly to the committee’s agreement. A Small agreed to hold this until the relevant point in the agenda.  A Small thanked B Sneddon, who then left the meeting.  Return to agenda and COVID updates:  C Sadler advised that biggest change for DWP is closed offices, although they open for vulnerable clients if required. Still working with unemployed to ensure they are getting access to support and jobs and financial assistance. Financial hardship, suicidal thoughts and mental health concerns are prevalent in people’s journals. C Sadler has joined the Financial Harm WG. Try to stop risk, resolve risk and prevent it from happening again. No plans to reopen centres during pandemic but will keep updated as this progresses.  L Duncan advised that during the pandemic, the focus of work for Trading Standards has shifted to enforcing the Coronavirus Regulations and, along with Environmental Health, assisting the Health Protection Team where Covid-19 outbreaks have been identified.   We are still dealing with doorstep crime and scam work, albeit remotely, and are continuing to attempt contact with scam victims who are referred via the national system, responding to referrals from social work, supplying call blockers for self-fitting and have just developed a new talk to be delivered remotely by Trading Standards and our contact at Royal Bank of Scotland which we intend to roll out to wider audiences. |
|  | **7. Working Group Updates, for noting unless there is an ask of the ASPC.** |
| ALL  N Broad  A Small/  J Rezendes/  D Archibald  D Archibald/C Sadler | * **CRWG (Please see Confidential Agenda)** * **SE&I**   **-Item 7 Update Report**  **-Item 8 Performance Report**  J Rezendes raised issue of ensuring each group has appointed a deputy chair and depute representatives from each service/partner, and about the importance of accepting appointments and providing apologies in advance of the meeting date.  A Small reiterated the importance of the above to the committee.  Action 8  All members to ensure they appoint a deputy, and that a depute chair is appointed within each working group  N Broad advised of discussion on decrease in referrals and potential impact post COVID. Also highlighted rise in complex cases in younger adults. Will have the annual report available for next meeting, to look at in more detail. Care Home harm has decreased, performance monitoring protocol in Social Work has been helpful.  Action 9  N Broad to provide annual report at next ASPC meeting  A Small commended the way this data is broken down. Mentioned query from COPS around the change in demographic with referrals coming from adults under 60. He referenced the recently received Scottish Government report on data trend and that the national trends in relation to the most prevalent age groups being referred as Adults at risk of harm did not concur with Fife’s experience. He asked that this report be discussed at next SE&I first then to ASPC.  J Rezendes noted that N Broad and she have discussed this and wished to highlight that the Fife position on matters of referrals was considered and included in the development of Improvement Actions.  N Broad highlighted that we can be confident that our local analysis from last year gave us actions, and perhaps the national report didn’t give breakdown of age categories within Local Authorities, and we can perhaps look at this and feedback. SE&I has a lot of actions from local analysis in terms of partnership, communications plans, care homes, audit etc therefore we have addressed this change in demographic. Also need to progress discussion around referrals from Police.  A Small noted that data is collected differently through different systems, however it is worth looking at the data at high levels and why this is maybe not reflected in Fife. A Small will take this up at Convenors meeting, and D Archibald and J Rezendes also to take up at national meetings they attend.  Action 10  A Small to raise the issue of data collection at Convenors meeting. D Archibald and J Rezendes also to raise at national meetings.   * **L&D**   **-Item 9 Update Report**  A Small advised the committee that R Lawrence is currently off work due to illness and wishes him a speedy recovery and thanked K Allan for taking up the role of vice Chair of the group.  No ask of the committee or questions to the working group.   * **Financial Harm**   **-Item 10 Update Report**  J Jarvie asked the committee to approve a campaign of a year of financial harm and approval of £1000 for printing to ensure reach to vulnerable user groups.  Committee approved first ask.  D Archibald confirmed that funds are available, and this ask is to ensure that the ASPS is able to ensure information reaches those who are most vulnerable and are no virtually connected.  J Rezendes confirmed approval as budget holder.  Committee approved.   * **Missing Persons and Human Trafficking**   **-Item 11 Update Report**  P Wordie confirmed no ask of the Committee.  No questions from the Committee.  **Engagement and Participation**  S McEwan advised that work is continuing:   * newsletter going out with focus on financial harm * focus on ASP day in Feb * supporting work around monthly messaging around year of financial harm. * Engagement with community groups as part of Teams/Zoom meetings.   R Smith advised that she has started to:   * Link regularly with People First who have concerns which we will be taking these forward. L * Look at strengthening partnerships with Fife College and St Andrews University. * How to take forward methods of communication with IT.   No questions from Committee.   * **People First**   L Weylandt (on behalf of S Burt) advised that people are reporting more scams, and people are experiencing more mental health issues due to isolation and lack of face to face services.  ASP Team will look to support these concerns and provide guidance on where additional supports can be sought.   * **Suicide Prevention Forum**   **Item 12**  Paper update available. No questions raised.   * **Alcohol and Drug Partnership**   **Item 13**  Written update available.  C Sadler advised linking with agencies such as ADP around providing customers with large amounts of money. Suggested being able to link with ADP. D Archibald can assist with this.  Action 11  D Archibald and C Sadler to link with ADP   * **ASP Team Feedback – Comms Campaign**   **Item 14**  Following the evaluation provided by B Sneddon earlier in the agenda, D Archibald requested agreement to take forward a further 3 campaigns throughout the year. Campaign in May will relate to themes around sexual harm. August will relate to emotional/psychological harm, self-harm/suicidal thoughts in line with increased concerns around mental health throughout pandemic, no suggestion for third campaign, however committee may wish to consider this and suggest towards third part of the year.  Looking for approval for campaigns and reassured that B Sneddon will provide detailed evaluation at the end of each in line with the evaluation provided today.  J Rezendes thinks this is an excellent approach and commended the ASP team’s work on this.  A Small and C Moir also echoed J Rezendes comments.  Committee approved.  D Archibald commended the work of the ASP Team and that this is laying the foundations for future communications plans. |
|  | **8. ASPC Improvement Plan – for approval**  **-Item 15 Improvement Plan** |
|  | N Broad thanked everyone who took part in the improvement plan.  D Archibald echoed N Broad and thanked N Board for her work in taking this forward. Looking to the committee to approve this plan.  A Small thanked N Broad and D Archibald for their work on this plan and commended the content and presentation of the document.  C Moir agreed with A small and commended N Broad and D Archibald on their work. Feels there is learning from ASPC that can be taken to the CPC.  J Rezendes also commended the work of the ASP Team. Also commented that the staffing within this team has been in place many years. The importance of the work of the team is acknowledged and the resources needed to ensure the continuance of such important work. Danielle, Nicola, Shona and Ruth to be commended and their skillsets perfectly complement one another.  Committee approved. |
|  | **9. AOB** |
|  | None raised. |
|  | 1. **Date of Next Meeting** |
|  | 5th May 2021 |

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| **ASPC Dates for 2021** | | | |
| **Day** | **Date** | **Start** | **Venue** |
| Wed | 5.5.2021 | 10.00am | Teams |
| Wed | 1.9.2021 | 10.00am | Teams |
| Wed | 10.11.2021 | 10.00 | Teams |

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