

EAST AYRSHIRE COUNCIL

ADULT PROTECTION COMMITTEE

17 MAY 2011

**PERFORMANCE AND AUDIT ACTIVITY
ANNUAL BUSINESS PLAN 2010-11 PROGRESS UPDATE**

Report by the Adult Protection Co-ordinator

1 PURPOSE OF REPORT

- 1.1 To provide the Adult Support and Protection Committee (APC) with an overview of the progress of Performance management activity and;
- 1.2 Progress made in terms of meeting the objectives and work activities identified in the APC Business Plan 2010-11 since the report to Committee on 23 February 2011;and
- 1.3 To seek consideration by the Adult Protection Committee of any annual reporting requirements due in October 2011 and the development of an Adult Support and Protection Strategy.
- 1.4 To seek consideration and endorsement of the membership and planning arrangements for the future multi agency Self Evaluation Case File Audit.

2 BUSINESS PLAN&PERFORMANCE AND AUDIT PROGRESS UPDATE

- 2.1 The comprehensive updated East Ayrshire Adult Protection Unit Leads Work Plan activity is contained in Appendix 1 of this report.
- 2.2 Key points to note are that of the 29 work streams identified 5 actions are fully met and the remaining 24 are partially met and on target for completion. There have been some delays due to anticipated staffing changes and review of the workforce or re prioritisation of actions due to emerging priorities for the Committee such as the initiation of the first Significant Case Review.
- 2.3 The Association of Directors of Social Work Community Care Standing Committee has established an Adult Support and Protection Subgroup which the East Ayrshire Adult Protection Coordinator is a member. In terms of future priorities the group has agreed to produce Draft National Standards for Adult Support and Protection for consideration which will be reported to the APC.

- 2.4 The Adult Protection Committee and Child Protection Committee were represented on the recent review of the East Ayrshire Single Outcome Agreement and Community Plan 2011-2014.
- 2.5 The Ayrshire Performance and Audit Short Life Working Group continue to meet and are nearing conclusion of a recommended Self Evaluation Audit Tool and Performance Framework. It is anticipated that a Multi Agency Audit of case files will be able to be undertaken in early August 2011 to pilot the tools.

3 IMPLICATIONS FOR EAST AYRSHIRE

- 3.1 The next Chairs Biennial Report is due on 29th October 2012 and given the workload generated from the APC in sustaining and maintaining the current functions as well as developing its Performance and Audit function this year, consideration will require to be given by the APC as to the expectations of what is required for the Annual Report 2011 which will require to be available to the APC on the 23RD August 2011.
- 3.2 The East Ayrshire APC has aligned its strategic vision with that of the Community Plan. In addition we require to focus the APC and stakeholders on a shared perspective in terms of a vision of what adult support and protection should look like in East Ayrshire.

The previous report on the Legal Solutions Forum (Agenda item 5.1) identified this as potential gap and the APC require considering whether we should have a protection strategy or indeed a more empowering safeguarding strategy.

- 3.3 In order to be able to provide training and support to partners who will participate in the proposed future Case File Audit and meet timescales identified in the Business Plan the APC will require to consider the membership and process of the Audit.

5. LEGAL, POLICY AND FINANCIAL IMPLICATIONS

- 5.1 The recent review of the East Ayrshire Community Plan has incorporated the East Ayrshire APC business plan as a key document in delivering on the local outcome “the Protection of Children and the safety of vulnerable adults, individuals and families promoted.”
- 5.2 The current resources required for the work plan activity, policy development and case file audit can be met within existing resources at this time.

5.3 The Self Evaluation Case File Audit alongside the development of a performance framework will support the APC to be able to evidence outcomes for adults at risk of harm which will be an expected focus of next year's Biennial Report to Scottish Ministers.

6. RECOMMENDATIONS

6.1 The Adult Protection Committee is asked to;

- (i) Note the continued progress made in terms of the APC Business Plan and the development of Draft National Standards for Adult Support and Protection; and
- (ii) Advise the Adult Protection Coordinator of the annual reporting requirements for October 2011;and
- (iii) Consider the arrangements for the development of a future APC strategy for Adult support and Protection; and
- (iv) Consider and endorse the arrangements for the future Self Evaluation Case File Audit ;and
- (v) otherwise note the contents of the report

Donna Sinforiani
Adult Protection Co-ordinator
17 MAY 2011
DS/NMC

Implementation Officer – **Eddie Fraser**

Any person wishing further information on the contents of the report please contact Donna Sinforiani, Adult Protection Co-ordinator on (01563) 553559

EAST AYRSHIRE – APU/CHAIR ANNUAL BUSINESS WORK PLAN SUMMARY OCT 10 - OCT 2011 Last Update 1 – 9 May 2011

APC DATES

- APC 23RD FEBRUARY
- APC 15TH 17TH MAY
- APC 14TH 23RD AUGUST
- APC 15TH NOVEMBER

- Progress Key**
- Action Not Met
 - Action Partially Met
 - Action Complete

Activity from Business Plan Work streams	APU Lead/Subgroup	Business Plan Link Aim/Obj	Report Y/N date APU	Report Y/N date APC CHAIR/COMMITTEE	Progress and future development needs identified for 2012.
(1) Scoping of WOS models of service user involvement and Ind providers on APC,S to inform options for APU.	Donna Sinfioriani - APU leads Group	Aim 1 Obj - 1.1	Y/ 28 April 2011	Y/ 23 rd Aug –APC	<p>22/11/10 update – Supported Employment position Identified on hold until new premises available to offer additional work station for candidate.</p> <p>14/02/11 update – Key community Groups identified as potential partners local event to launch advertising campaign to be held 16-02-10 to ascertain views on partnership work, partial information gathered from WOS Leads re. Involvement further info to be sourced from Biennial reports for future report.</p> <p>9/5/11 update- Comparative overview report of WOS arrangements for service user involvement compiled. Unable to table as agenda item on 17/5/11 will be forwarded to next APC on 23 Aug 2011.</p>
(2) Scoping of WOS models of further education college involvement on APC,s	Wilma Mountain –APU Leads Group	Aim1 Obj 2	Y/27 Jan 2011	y/ 23 Feb 2011	<p>7/1/11 update – In terms of scoping exercise, initial contact has been made with local FE College initially in terms of information provision to social care and health students on a variety of courses. It is anticipated that this will be an on-going exercise however needs to be formalised.</p> <p>. Progress reported to APC – Agenda Item 3.1 on 23 Feb 2011</p> <p>WOS Scoping still to be undertaken however on hold due to retirement of Training Coordinator.</p> <p>9/5/11 update – Training Coordinator post reviewed by Job Evaluation and remit widened to support the wider legal framework of the AWIA and MHCT Act commensurate with the revised reporting activity arrangements agreed at APC on 23 February 2011. Recruitment in progress.</p>
(3) Establish formal arrangement ensuring ASAP integral to FE courses Health & Social Care	Wilma Mountain –APU Leads Group	Aim1 Obj 2	Y/27 Jan 2011	Y/23 Feb 2011	<p>7/01/2011 update- A formal arrangement has now been established with Kilmarnock FE college. Dates are being organised during April/May 2011 in order to train staff in terms of the Adult Support and Protection Act [Scotland] 2007. It is anticipated that now that the links with FE are established within East Ayrshire Council, processes will be established in terms of increased awareness across Education as a whole.</p> <p>14-2-11 update -Progress reported to APC – Agenda Item 3.1 23 Feb 11</p>

(4) Multi Agency Development Seminar -March 2011	Donna Sinforiani – Ayrshire Training and Planning Subgroup by end Feb 2011	Aim 1 Obj 3	No	Y/ APC 13th Dec 2010	<p>22/11/10 update -North Ayrshire APC identified Communication as a theme has relevance to all APC, S potential to hold pan Ayrshire session to maximise resources.</p> <p>13/12/10 update – the APC endorsed Pan Ayrshire Development Day to be progressed via Ayrshire Training and Planning Subgroup.</p> <p>14/02/11 update - Short life working group commenced to plan event, due to level of organisation target date of end April 2011 agreed as more realistic</p> <p>9-5-11 update- Ayrshire Seminar changed to address common trend identified - adults at risk who self harm and are under the influence of alcohol/drugs. Date 29 June 2011 confirmed. Action Plan from evaluation will identify APC priorities in 2011-12.</p>
(5) Multi Agency Development Seminar – September 2011	Training Coordinator	Aim 1obj 3	Y/27 Oct 2011	Y/APC 15 Nov 2011	<p>14 /02/11 update – Additional Funding received by Scottish Government for the purpose of disseminating information from the APC Biennial Reports. An initial meeting of Pan Ayrshire Chairs and AP Leads to discuss the Biennial Report is being arranged for March 2011 and will also identify possible future development event.</p> <p>9-5-11 update- LSF evaluation identifies Adult Protection Strategy as an unmet need –report to APC 17 May for APC to consider as future action for business plan. A potential opportunity for a partnership event.</p>
(6) Conference – Launch Biennial Report 08-10.	Richard Stevens –Chair and APC By 13 th Dec 2010.	Aim1 Obj 3.2		Y-17 May 2011	<p>14/02/11 & 9-5-11 update –cross refer to Aim (5) report submitted to Committee re progress. The APU supported a 5 week workshop on adult support and protection act for local VIP Partners a user lead group who have agreed to use citizen leadership model to facilitate workshops for people with a learning disability who are a key group identified as being at risk of harm to raise awareness of adult support and protection and issues of bullying and harassment and raise their capacity to recognise ,report and safeguard themselves.</p>
(7)APC Annual Progress Report	Richard Stevens –APC Chair	Aim 1 Obj – 4.1	Y/ 28 April (initial framework) 1 st draft – 30 June. Final Draft – 18 July(agree via email)	2 nd Aug – Chair 23 rd Aug – APC 27 th Sept – COG	<p>14/02/11 – update quarterly performance reporting and reports to Committee continue and provide a basis for annual reporting. The Independent Chair will require clarifying future requirements for Annual reporting which will be achieved through APC meeting arrangements.</p> <p>9-5-11 update- Report submitted to APC 17 May 2011 to agree reporting requirements. Chief Officers Group routinely receive 6 monthly reports of activity and trends in adult protection on a rotational basis with the CPC.</p>

(8) East Ayrshire APC Communication Strategy	Anne Sinclair NHS	Aim 1 Obj - 5.1	Y/28 April 2011	Y/ 23 rd Aug –APC	<p>1/10/ 2010 update –Interim Strategy to be in place pending Joint review with CPC as part of PE&I Subgroup at end March 2011.</p> <p>14 /02/11 update- Unable to complete partially due to competing priorities including development, implementation and dissemination of East Ayrshire Interagency policy and procedures for the support and protection of Adults at Risk. The Joint Subgroup has also been affected by long term sickness of which has meant some work tasks have been re prioritised. Target date for reporting progress extended to end of May 2011.</p> <p>9-5-11 update- Scoping of Joint public information completed by PE&I subgroup and joint multi agency distribution Protocol being finalised. Communication of Biennial Report and Ministerial Feedback reported to committee for endorsement 17 May 2011.</p>
(9) SLWG –to scope local response and make recommendations to management of adults who self harm and are under influence of alcohol	Sheena Rowlinson – North Ayrshire APC Lead via Ayrshire Training and Planning Subgroup by end May 2011.	Aim 1 Obj 4	Y/28 April 2011	Y-17May 2011	<p>13 /12/11 update - Sheena Rowlinson and Colin Hamilton NAC contacting sub group reps will extend invite to East Ayrshire APU for a representative.</p> <p>14/02/11 update- No invite received due to this area being raised as a common issue in the West Of Scotland Scottish Government have agreed to consider a short life working group including independent chairs to progress a discussion and issue guidance in this area. The Strathclyde Force Protection Unit have initiated a survey of police referrals to explore variations in referral and to identify practice improvements to reduce – audit runs from 1/02/11-31/02/11 east ayrshire information being collated from social work re any other issues.</p> <p>9-5-11 update cross refer to Item 4 re Ayrshire Development Seminar.</p>
(10) EA Interagency Policy and Procedures management resource pack/council officers guide in place/cascaded.	Ian George/Donna Sinfioriani by end Dec 2010.	Aim2 obj 1	N	N	<p>22/11/2010 update –pack /guide designed under production. Dates for briefings confirmed awaiting nominations following flyer distribution. (Police, NHS to confirm key managers). EAC Commissioning and Review Team will cascade procedures to all providers and liase with Training Coordinator re briefings.</p> <p>14-02-11 update- 6 multi agency management briefings re procedures completed and a further two arranged for 28 Feb 2011. Awaiting delivery of promotional material and practitioners guide.</p> <p>9-5 -11 update- Council Officers Guides printed and being disseminated along with easy read Z Cards.</p>
(11)Establish EQIA Assessment Team process and review all APC Procedures.	Donna Sinfioriani /APU by end June 2011	Aim2 Obj 2	N	Y/23 August 2011	<p>22 -11-10 update- 3 APU members attending EQIA 1 day training on 9 Dec 2010.</p> <p>14-02-11 and 9-5-11 update – Training completed arrangements for reviews undertaken on target for completion within timescales.</p>

<p>(12) Review Pan Ayrshire Multi Agency Information Sharing Protocols vers 7.</p>	<p>Jillian Nielson NHS Information Governance Manager by end June 2011.</p>	<p>Aim 2 Obj 3</p>	<p>N</p>	<p>Y/23 August 2011</p>	<p>22-11-10 update –Members of Short Life Working Group Identified-Initial Meeting date arranged for 12 Jan 2011. 14-02-11 update- Chair of working group finalising First draft of document, awaiting circulation on target for completion. 9-5-11 update –SF&R being contacted re signing up to protocol. Final draft comments being made and local group to discuss implementation issues pending sign off being arranged.</p>
<p>(13) Confirm that all agencies have arrangements in place to signpost Ayrshire SCR Guidelines for reporting to APC from their current sig incident reporting arrangements.</p>	<p>All APU Leads responsible for their own Agency by end March 2011.</p>	<p>Aim 2 Obj 4</p>	<p>N</p>	<p>N</p>	<p>22-11- 2010 update –SW contacted by D.Sinforiani and A .Findlay Senior Manager currently clarifying arrangements. A. Sinclair liasing with Craig White NHS Associate medical Director –Governance to clarify position re Adverse events procedures. 14-02-11 & 9-5-11-Update- Housing completed first draft of Sig Occ Form amendments being revised. Awaiting outcome of Police and Social Work reviews. Overdue for completion. Progress update delayed due to cancellation of past two APU Meetings due to low attendance rescheduled date for June 2011.</p>
<p>(14) Short Life Working Group to review impact of ASP, AWIA. MHCT Law on safeguarding role of SW Workforce.</p>	<p>Donna Sinforiani and Yvonne Bennett-Service Manager LD and MH partnerships EAC by end March 2011</p>	<p>Aim1 obj 4</p>	<p>Y/28 April 2011</p>	<p>Y/17 May 2011</p>	<p>14-02-11& 9-5-11 update- Report on AWIA Interventions and recommendations endorsed by APC on 13 Dec 10. Report to be tabled at the Officer Locality Group to approve SLWG implementation. Report on wider statutory implications and performance reporting tabled for APC 23 February 2011. Awaiting Confirmation re Outcome. Additional Legislative Assistant to administrate statutory involvement and collate performance statistics across the 3 Acts approved and agreed at Council Job Evaluation Process. Recruitment Forms in process of being approved at Social Work Vacancy Review Group so can be advertised.</p>
<p>(15)Multi agency Adult Protection training strategy</p>	<p>Wilma Mountain By end May 2011</p>	<p>Aim 3 Obj – 1.2</p>		<p>y/17 may 2011</p>	<p>7/01/2011 update-Multi-agency adult protection training framework and calender for 2011 now in place. Risk assessment training dates yet to be finalised as have dates for Root Cause analysis (RCA). It is anticipated that multi agency RCA training will be targeted for September 2011. Initially risk assessment training will commence in April/ May 2011. Training Coordinator retires 31/03/11 and post to be reviewed. 9-5-11 update- Cross refer to Item 2 update re Post.</p>

(16) Process to Continue GP Practice and NHS awareness of responsibilities and programme of training established.	Wilma Mountain and Anne Sinclair by end December 2010	Aim 3 Obj 3		y/ongoing as part of imp skills and knowledge update	7/01/2011 update- Dates for GP training yet to be finalised. Training in Adult Support and Protection for NHS Consultants organised for 28 th April 2011. January date [2011] required to be cancelled. Anticipated timescales for completion will be by end of June 2011. 14-02-11 update- NHS Lead in discussion with Primary Care directorate regarding considering strategy to clarify local arrangements for payment and access to medical examinations and involvement in Adult Protection inquiries. Scottish Government Adult Care and Support Division currently developing GP Guidance with British Medical Association which will require consideration re local implications once received.
(17) Council training matrix revised to include ASAP Training.	Wilma Mountain By end June 2011	Aim 3 Obj 1		Y/15 February 2011	22 /11/ 2010 update –W mountain has met with the Council Organisational Development Manager to agree plan to incorporate ASAP training into Matrix. 7/01/2011 9-5-11 update- ASAP Training now included in Council matrix. Further consideration will require to be given to how APC can access training stats and outcomes and also ways to introduce similar system within partner agencies with NHS as the next priority once new Training Coordinator recruited. Cross refer to Item 2 re post update.
(18) Multi Agency Risk Assessment Tool developed	Wilma Mountain and Ayrshire Training and Planning Subgroup.	Aim 3 Obj 2		y/ -15 NOV 2011	22 /11/ 2010- Ayrshire training leads have met and short life working group have commenced to progress. 7/01/2011 update- Ayrshire Training leads have developed a Multi-Agency Risk Assessment Tool training which will be incorporated into the training calendar/s following agreed alterations in March 2011 with initial training dates commencing April/May 2011. Report to be submitted to APC. 9-5-11 update- Risk Assessment training commenced East Ayrshire accessed places. Awaiting Evaluation once all dates attended this year which will be November 2011.
(19) Develop training - Capacity to Consent to Sexual Relationships	Wilma Mountain and Ayrshire Training and Planning Subgroup	Aim4 Obj 4		y/as part of imp skills and knowledge update	7/01/2011 update- Training Coordinator Adult Support and Protection continuing to work with Team Manager [Learning Disability] and Health colleagues. 30 week course now developed which will be rolled out during 2011. Input from Training Coordinator Adult Support and Protection to be included. 9-5-11 update- Train the trainers dates confirmed for facilitators in July and August 2011

<p>(20) Identify and arrange SLWG to review 2 National Inquiries or Local SCR with recommendations to improve local practice.</p>	<p>Wilma Mountain by Oct 2011</p>	<p>Aim 5 Obj – 2</p>	<p>Y/tba</p>	<p>Y/15 Feb 2011 (1) Y/15 NOV 2011(2)</p>	<p>14-02-11 update- Briefing report on Leicestershire report completed and on agenda for APU Leads group to consider. APU meeting Cancelled due to non attendance. Will be progressed at April Meeting. The APC have Initiated an SCR -progress to be reported at APC 23/02/11. 9-5-11 update- SCR Report finalised presentation agreed at APC on 17 May 2011.</p>
<p>(21) Scope options for making formal link with East Ayrshire SW LPF to promote wider learning opportunities for practitioners.</p>	<p>Wilma Mountain and LPF Chair by end July 2011.</p>	<p>Aim 3- Obj4</p>		<p>Y/15 NOV 2011</p>	<p>7/01/2011 update -Training Coordinator Adult Support and Protection has met with the current chair of the LPF. Chair responsibilities altering. Training Coordinator has indicated that she will attend the next LPF meeting when organised. 9-5-11 update –Action on hold pending appointment of new Learning and Development Practitioner –Adult Protection currently being recruited.</p>
<p>(22) Legislative Solutions Forum Evaluation</p>	<p>Donna Sinfiorani by end March 2011</p>	<p>Aim 3 Obj 4</p>	<p>Y/TBC</p>	<p>Y – 17 may 2011</p>	<p>22-02-2010 update –Initial Quantitative Survey completed and results collated. Proposal Outline for Dundee University Course submitted and approved –Focus Group qualitative method agreed date to be agreed 14-02-11 update Focus groups implemented and currently under analysis target date for completion 25 -02-11. 9-5-11 update- Research study submitted and passed by Dundee University –Report submitted to APC with recommendations for future practice improvements to be included in Business Plan 2011-12.</p>
<p>(23) Joint Audit of public information with CPC.</p>	<p>Ian George & PE&I group by end Jan 2011</p>	<p>Aim 4,obj 2.</p>		<p>N</p>	<p>14-02-11update- Template for collation of information devised and currently being updated with ASP information. Timescales requiring renegotiated due to priorities of Adult Protection Procedures implementation, Website Development and Advertising Campaign. Target date now end of May 2011. 9-5-11 update- Template on target for completion.</p>

(24) Produce Accessible information re AP procedures for service users and carers.	Ian George by end March 2011.	Aim 4 Obj 4		N	14-02-11 and 9-5-11 update- cross refer to work activity (10) which has priority. Accessible information from Scottish Government about the Act in different languages, easy read version for service users and carers is available on Website which has been localised with contact points. All public information and procedures evidence that they are available in accessible or alternative formats on request and give resource worker as single point of contact (e.g. Braille, different languages, audio tape, CD Rom ,) Biennial Report is currently being produced as easy read version to be ready end of April 2011. APU team have commenced work with V.I.P Partners to identify future needs for raising awareness and resources required for adults with a learning disability. Cross refer to item 6 re VIP Update. East Ayrshire Procedures will be developed as easy read alongside information leaflets new target date end of May 2011.
(25) Report regarding Residents Survey involvement.	Ian George by end January 2011.	Aim 4 Obj – 3.1		N	14-02-11 and 9-5-11 update –Unable to commence within timescales due to other work activities target date renegotiated for end of June 2011. Hve collated some initial resident's views of knowledge of adult protection through completion of surveys as part of community events that APU have attended.
(26) Audit of Community groups/forums to prioritise for awareness raising.	Ian George by end February 2011.	Aim 4 Obj 2		N	14-02-11 update – Audit of relevant groups completed. All groups contacted and invited to meet Independent Chair and APU Team at launch of adults need protecting too event. Arrangements now in place for Team to visit all groups over the next 4 months to gauge their views on future involvement and inform future Business Plan.
(27) Develop Adult Protection Performance Framework	Donna Sinfioriani and APU Leads by end March 2011	Aim 5 obj 2.1		Y-15 NOV 2011	14-02-11 update- Initial meetings of SLWG of Pan Ayrshire Leads held in January and February 2011 identified current timescales for completion unrealistic. Target date for completion of framework is end June 2011. Scottish Government have initiated SLWG of APC Conveners who are meeting 7 march 2011 to develop a National dataset for Activity reporting which will require to be incorporated into any future arrangements. 9-5-11 Update- Draft National Dataset circulated for comment-to be discussed at APC 17 May 2011. ADSW- ASAP subgroup that East Ayrshire APC are represented has commenced and have agreed to progress the development of National Standards for Adult Protection as a priority over the next 6 months since the SG Subgroup is now ceasing.

(28) Develop Self Evaluation Framework and complete initial Audit as baseline.	Donna Sinfiorani and APU leads by end Aug 2011	Aim5 Obj 2.2		Y- 15 Feb 2010	<p>14-02-11 update –to be discussed at Ayrshire SLWG with a view to agreeing an Ayrshire Tool to ensure consistency for benchmarking opportunities and also to ensure any implications for future training needs are prioritised for Ayrshire Wide implementation</p> <p>9-5-11 update – cross refer to action 27 re progress self evaluation tool in process of being agreed –self evaluation audit group reps to be identified by APC on 17 May 2011 with a view to an audit in August 2011.</p>
(29) Report on Sexual Offences Act	Jaine Best – solicitor EAC	Aim 4 Obj 5	N	Y/23 August 2011	<p>14-02-11 update Aim not able to be met within existing timescale due to other work priorities including intensive involvement in CPC and APC SCR processes. Target date for completion for next APC 17 MAY 2011.</p> <p>9-5-11 update- Report and presentation available however tabled for APC 23 August 2011 due to may agenda prioritised fro SCR Team Presentation.</p>