

EAST AYRSHIRE – APU/CHAIR ANNUAL BUSINESS WORK PLAN SUMMARY OCT 10 - OCT 2011 Update – 23 August 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/ 15 th November – 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 update - will be forwarded to next APC on 23 Aug 2011.</p> <p>23/8/11 update- forwarded to November APC due to Annual Report Draft requiring majority of time on Agenda in August 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. . 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> <p>23-08-11 Learning and Development Practitioner Post interviews scheduled for 1st September. This action will be incorporated into the Development of a multi agency learning and development strategy which will be a future priority in the Business Plan for 2011-12 to be completed by end of October 2012 .</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> <p>23-08-11 update –cross refer to Aim 1 Obj 2 –FE and Education partners will be considered within Learning and Development Strategy.</p>
(4) Multi Agency Development Seminar -March 2011	Donna Sinforiani – Ayrshire Training and Planning Subgroup by end Feb 2011	Aim 1Obj 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> <p>23-08-11 update – Seminar evaluation and action plan drafted to be finalised at meeting of Ayrshire APC Chairs planned for 8 Sept 2011 prior to submitting to APC on 8 November for endorsement.</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> <p>23-08-11 update – APC members attended Child Protection Committee and Chief Officers Group (Child ,Adult and Public Protection) Development Seminar on 3rd August 2011 which supported increasing Awareness of Child Protection Outcomes and business planning and provided opportunities to influence future appropriate joint working. Further Development days will be identified within the Business Plan for 2011-12.</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> <p>23-08-11 update - Conference not required communication strategy agreed for Biennial Report which will promote this across partner agencies and relevant groups. A press release in the local press on 18 August 2011 raised awareness of this report and how to access for the community. A meeting of the three Ayrshire APC Chairs will consider use of additional monies and will be reported to the APC on 8 Nov 2011 and any activity will be included in the Business Plan 2011-12.</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> <p>23-08-11 update- First Draft Annual Report Submitted to APC for consideration and amendment.</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> <p>23-08-11 update – Communication Strategy identified as future priority in the Joint PE&I group Business Plan for 2011-12 however further</p>

					consideration may require to be given to strengthening APC development on an Ayrshire basis to inform Business Plan 2011-12 when Ayrshire Chairs meet on 8 September 2011.
(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> <p>28-08-11 update- Action Complete, A significant Case Review by the APC identified a multi agency operational implementation plan which is to be reported to the APC on 23 Aug 2011 will incorporate activity that will improve practice for this client group. Also cross refer to Item 4.</p>
(10) EA Interagency Policy and Procedures management resource pack/council officers guide in place/cascaded.	Ian George/Donna Sinforiani 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> <p>23-08-11 – West of Scotland Procedures currently subject to Review and once completed further consideration will be given to the impact of any changes on local interagency procedures. Further consideration will also be given to any possible changes required following the National Review of Child Protection Procedures that have been reported to the APC on 23 August 2011 and will be incorporated into the APC Business Plan 2011-12..</p>
(11)Establish EQIA Assessment Team process and review all APC Procedures.	Donna Sinforiani /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. 23 -08-11 update- Awaiting sign off by Data Sharing Partnership. SCR Operational Action plan includes action for Data Sharing Partnership to consider potential for developing ASP electronic multi agency flagging system which if endorsed will be include in Business Plan 2011-12.</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. 23-08-11 update –Legislative Assistant Post recruited and will establish reporting systems for all three Acts by end of October 2012 as part of Business Plan 2011-12. Report to Social Work Cabinet on 1st June 2011 approved recruitment of two additional Social Workers to enable frontline staff to meet the increasing demand of adult support and protection Activity.</p>

(15)Multi agency Adult Protection training strategy	Wilma Mountain By end May 2011	Aim 3 Obj – 1.2		y/17 may 2011	<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.</p> <p>9-5-11 update- Cross refer to Item 2 update re Post.</p> <p>23-08-11 update –as above .Multi Agency Learning and Development Strategy to be progressed as priority for Business Plan 2011-12. APC had agreed to give consideration to developing and implementing Training for men as part of Gender Based Violence prevention strategy .A report which included a training for trainers on the 7 ,Ps of how to prevent gender based violence and suggestions regarding delivery in conjunction with the White Ribbon Campaign had been completed by the APC member and Training Coordinator however further discussion between the Heads of Service for Adults and Childrens Services have identified this should be progressed via the Violence Against Women Partnership who will be developing a training strategy.</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	<p>7/01/2011 update- Dates for GP training yet to be finalised. Training in Adult Support and Protection for NHS Consultants organised for 28th April 2011. January date [2011] required to be cancelled. Anticipated timescales for completion will be by end of June 2011.</p> <p>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.</p> <p>23-08-11 update- Training for G.P Practices and Consultants for Older People has been delivered.</p>
(17)Council training matrix revised to include ASAP Training.	Wilma Mountain By end June 2011	Aim 3 Obj 1		Y/15 February 2011	<p>22 /11/ 2010 update –W mountain has met with the Council Organisational Development Manager to agree plan to incorporate ASAP training into Matrix.</p> <p>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.</p>

(18) Multi Agency Risk Assessment Tool developed	Wilma Mountain and Ayrshire Training and Planning Subgroup.	Aim 3 Obj 2		y/ -15 NOV 2011	<p>22 /11/ 2010- Ayrshire training leads have met and short life working group have commenced to progress.</p> <p>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.</p> <p>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.</p>
(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	<p>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.</p> <p>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.	Wilma Mountain by Oct 2011	Aim 5 Obj – 2	Y/tba	Y/15 Feb 2011 (1) Y/15 NOV 2011(2)	<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.</p> <p>The APC have Initiated an SCR -progress to be reported at APC 23/02/11.</p> <p>9-5-11 update- SCR Report finalised presentation agreed at APC on 17 May 2011.</p>
(21) Scope options for making formal link with East Ayrshire SW LPF to promote wider learning opportunities for practitioners.	Wilma Mountain and LPF Chair by end July 2011.	Aim 3- Obj4		Y/15 NOV 2011	<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.</p> <p>9-5-11 update –Action on hold pending appointment of new Learning and Development Practitioner –Adult Protection currently being recruited.</p>

(22) Legislative Solutions Forum Evaluation	Donna Sinforiani by end March 2011	Aim 3 Obj 4	Y/TBC	Y – 17 may 2011	<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</p> <p>14-02-11 update Focus groups implemented and currently under analysis target date for completion 25 -02-11.</p> <p>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>
(23) Joint Audit of public information with CPC.	Ian George & PE&I group by end Jan 2011	Aim 4,obj 2.		N	<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.</p> <p>9-5-11 update- Template on target for completion.</p> <p>23-08-11 update – The Business priorities of the Joint Public Engagement and Information Subgroup have been considered by Partners at the CPC/Chief Officers Development Event and the Business Priorities are being considered at the subgroup meeting of 19-08-11. Joint work on the use of proximity marketing has been explored and piloted, joint publications of wage slip inserts and a Short Life Working Group exploring Internet safety has been initiated and will continue in 2011-12 to promote safe use of internet as a joint initiative.</p>
(24) Produce Accessible information re AP procedures for service users and carers.	Ian George by end March 2011.	Aim 4 Obj 4		N	<p>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.</p> <p>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.</p> <p>East Ayrshire Procedures will be developed as easy read alongside information leaflets new target date end of May 2011.</p> <p>23-08-11 update - To be progressed in 2011-12,initial meetings with NHS lead is exploring establishing clear link from NHS information on one stop</p>

					shop website to APC Website to ensure consistency of information and appropriate links to prevent duplication of effort.
(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 Sinforiani 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. 23-08-11 update – The three Ayrshire APC Chairs and Leads are meeting in September 2011 to explore possible options for developing Performance Subgroup to progress work and identify priorities for 2011-12.
(28) Develop Self Evaluation Framework and complete initial Audit as baseline.	Donna Sinforiani and APU leads by end Aug 2011	Aim5 Obj 2.2		Y- 15 Feb 2010	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 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. 23-08-11 update- APC on 17 May decision to receive more information re the implications of multi agency auditing and enhance knowledge prior to any further decision regarding this.

(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> <p>23-08-11 update- Report tabled on Agenda for APC 23-08-11.</p>
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