

**EAST AYRSHIRE COUNCIL**

**ADULT SUPPORT AND PROTECTION IMPLEMENTATION COMMITTEE**

**NOTE OF MEETING**

**14 SEPTEMBER 2010**

**PRESENT:**

Eddie Fraser, Interim Chair/Chief Social Work Officer and Head of Service: Community Care, East Ayrshire Council;  
Donna Sinforiani, Adult Protection Co-ordinator;  
Superintendent Helen Swann, Strathclyde Police;  
Maire Currie, Health Care Manager, NHS Ayrshire and Arran;  
Linda Boyd, Health Care Manager, Adult Mental Health Services, NHS Ayrshire and Arran;  
Alison Findlay, Senior Manager, Authority Wide Services, East Ayrshire Council;  
Margaret Rooney, Locality Manager, NHS Ayrshire and Arran;  
Wilma Mountain, Training Co-ordinator, East Ayrshire Adult Support and Protection Unit;  
Jaine Best, Solicitor, East Ayrshire Council;  
Liz Moore, Health Care Director, NHS Ayrshire & Arran;

**ATTENDING:**

Gillian Hamilton, Administrative Officer, East Ayrshire Council.

**APOLOGIES:**

Les Brown, Procurator Fiscal;  
Steven Wilson, Team Manager, Care Commission.  
Chris McAleavey, Head of Housing Service.

**CHAIR:**

Eddie Fraser, Interim Chair/Chief Social Work Officer and Head of Service: Community Care, East Ayrshire Council.

	<b>SUMMARY OF DISCUSSION</b>	<b>ACTION</b>
<b>1.</b>	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the previous meeting held on 15 June 2010 (circulated) were approved.	
<b>2.</b>	<b>ADULT PROTECTION ACTIVITY</b>	

	<b>SUMMARY OF DISCUSSION</b>	<b>ACTION</b>
<b>2.1</b>	<p><b><u>Improving Skills and Knowledge</u></b></p> <p>Committee received an update report (circulated) on progress in relation to improving skills and knowledge within East Ayrshire.</p> <p>It was agreed:-</p> <ul style="list-style-type: none"> <li>(i) that Wilma Mountain monitor the role-out of training for trainers being delivered to the independent sector;</li> <li>(ii) to note that drop in sessions have been well attended by Officers from the Council, Health and Police; and</li> <li>(iii) to note the report.</li> </ul>	
<b>2.2</b>	<p><b><u>Reporting and Referral Activity</u></b></p> <p>Committee received a report (circulated) on adult at risk reporting statistics and multi-agency referral systems within East Ayrshire.</p> <p>It was agreed:-</p> <ul style="list-style-type: none"> <li>(i) to note the ongoing increase in adult at risk referrals and the implications for Social Work Services;</li> <li>(ii) to approve the involvement of the Adult Protection Co-ordinator in a short life working group being led by North Ayrshire Council to explore West of Scotland trends, local practice and potential solutions in relation to suicide or self harming by adults under the influence of alcohol or drugs;</li> <li>(iii) that Liz Moore investigate and report back on the possible use of Sparra (Scottish Patients at Risk of Readmission and Admission) data to inform the development of preventative work on alcohol and drugs misuse and the impact on mental health;</li> <li>(iv) to consider multi agency information sharing arrangements in relation to some vulnerable adults posing a risk to staff; and</li> <li>(v) to note the report.</li> </ul>	
<b>3.</b>	<p><b><u>PUBLIC ENGAGEMENT AND INFORMATION</u></b></p> <p>Donna Sinfioriani gave a verbal update on public engagement and information and it was noted that this would be progressed jointly with the Child Protection Committee's Public Engagement and Information Sub Group.</p>	

	SUMMARY OF DISCUSSION	ACTION
<p><b>4.</b></p> <p><b>4.1</b></p>	<p><b>REVIEWING PROCEDURES AND PRACTICE</b></p> <p><b><u>Multi Agency Adult Protection Procedures</u></b></p> <p>Committee received a report (circulated) which provided an update on East Ayrshire Interagency Operational Policy and Procedures for the support and protection of adults at risk of harm.</p> <p>It was agreed:-</p> <ul style="list-style-type: none"> <li>(i) to note that the new procedures (tabled) would replace the existing Pan-Ayrshire Vulnerable Adults Procedures;</li> <li>(ii) to note that the Procedures would be developed as a resource pack to facilitate updating on a ongoing basis;</li> <li>(iii) to note that the first review of the Procedures would be carried out one year hence;</li> <li>(iv) to note that a multi-agency implementation plan would be progressed through the Adult Protection Leads meeting and referred to Wilma Mountain for development of training;</li> <li>(v) to submit the procedures to the Chief Officers Group and Council's Cabinet for endorsement; and</li> <li>(vi) to note the report.</li> </ul> <p>Committee also noted that a practice guidance booklet "Acting Against Harm" (tabled) had been developed to compliment the procedural document and would be published as part of the implementation plan for the procedures.</p>	
<p><b>4.2</b></p>	<p><b><u>Guidance for Conducting a Significant Case Review</u></b></p> <p>The Committee received a report (circulated) which provided an update on the Pan-Ayrshire Guidance for conducting a significant case review, and sought approval of amendments incorporated following the Committee's meeting on 15 June 2010, prior to submitting the Guidance to the Chief Officers Group (Child, Adult and Public Protection) on 28 September 2010.</p> <p>It was agreed:-</p> <ul style="list-style-type: none"> <li>(i) to approve the minor amendments in section 3.2;</li> <li>(ii) to approve submission of the guidance to the Chief Officers Group (Child, Adult and Public Protection); and</li> <li>(iii) to note that an implementation plan would be developed across agencies.</li> </ul>	

	<b>SUMMARY OF DISCUSSION</b>	<b>ACTION</b>
4.2	<p><b><u>Proposed Protocol for East Ayrshire Child Protection Committee, ASPIC (Adult Support and Protection Implementation Committee) and Chief Officers Group (Child, Adult and Public Protection) Reports</u></b></p> <p>The Committee received a report which introduced a protocol for the submission of reports to the East Ayrshire Child Protection Committee, the ASPIC and the Chief Officers Group having regard to the arrangements for publication.</p> <p>It was agreed to endorse the protocol for Committee reports and Minutes as detailed in the report.</p>	
5.	<p><b>REVIEWING PROCEDURES AND PRACTICE: ASPIC DEVELOPMENT WORKSHOP - ACTION PLAN UPDATE</b></p> <p>The Committee received a report (circulated) which provided an update on progress made in terms of the ASPIC development workshop 5 March 2010 action plan.</p> <p>It was agreed:-</p> <ul style="list-style-type: none"> <li>(i) to approve implementation of the action plan; and</li> <li>(ii) to note the progress made.</li> </ul>	
6.	<p><b>PERFORMANCE AND AUDIT - BUDGETARY EXPENDITURE PROPOSAL 2010/11</b></p> <p>Committee received a report which (i) advised that the 2010/11 funding allocation for Adult Support and Protection (Scotland) Act 2007: Implementation funding for Part 1, had been confirmed; (ii) sought approval for proposed budgetary expenditure, and (iii) outlined anticipated reporting requirements to Scottish Government.</p> <p>It was agreed:-</p> <ul style="list-style-type: none"> <li>(i) that the budget be used for direct care and support;</li> <li>(ii) to note that a template had been issued to facilitate the coordination of financial reporting to Scottish Government; and</li> <li>(iii) to note the report.</li> </ul>	

	<b>SUMMARY OF DISCUSSION</b>	<b>ACTION</b>
<b>6.2</b>	<p><b>BI-ANNUAL REPORT FRAMEWORK</b></p> <p>Donna Sinfioriani gave a presentation on the draft Chair's Bi-annual Report 2008/10.</p> <p>It was agreed that:-</p> <ul style="list-style-type: none"> <li>(i) comments be emailed to Donna Sinfioriani by the end of September 2010;</li> <li>(ii) that the updated report be further considered by the ASPIC prior to submission to the Chief Officers Group; and</li> <li>(iii) that a special meeting be arranged towards the end of October 2010 for final endorsement prior to submission to the Scottish Government; and</li> <li>(iv) to provide a cost analysis in relation to agencies' attendance at training.</li> </ul>	
<b>7.</b>	<p><b>INFORMATION ITEMS</b></p> <p>The Committee received the following items for information:-</p> <ul style="list-style-type: none"> <li>(i) Notifications to the Mental Welfare Commission correspondence dated 12 July 2010 - Donna Sinfioriani to clarify issues and incidents that should be reported to the Commission;</li> <li>(ii) Office of the Public Guardian (Scotland) Access to Funds Scheme Operational Review Executive Summary dated 30 June 2010;</li> <li>(iii) Minutes of the East Ayrshire Adult Protection Unit Leads Meeting held on 3 August 2010;</li> <li>(iv) East Ayrshire Chief Officers Group (Child, Adult and Public Protection - minutes of meeting held on 22 June 2010;</li> <li>(v) Child Protection Committee - note of meeting held 8 June 2010.</li> </ul>	
	The meeting terminated at 1145 hours.	