



East Ayrshire Adult Protection Committee

**Acting
against
harm**

Protecting People Through Zero Tolerance of Harm



PAN AYRSHIRE ADULT PROTECTION COMMITTEES

AGREEMENT FOR JOINT WORKING ARRANGEMENTS

2014 – 2016

Revised: May 2014

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1. VISION, AIM, ROLE AND FUNCTION OF THE ADULT PROTECTION COMMITTEES

1.1 Our Vision for Ayrshire and Arran

The three Ayrshire Adult Protection Committees (APCs) believe in **Boundaries not Barriers** and as such have a vision:

“To work in partnership to build the capacity of individuals, families and communities to prevent harm happening. This is based on the shared values that we all have a right to live our lives free from harm, neglect and exploitation and we are committed to the principle of zero tolerance of this in our society”. As such we recognise that harm happens and when it does our aim is that the people who may be unable to safeguard their own interests will be respected and included in a way that they fully participate in decisions that affect their lives.

1.2 Aim of the Adult Protection Committee

The Adult Support and Protection (Scotland) Act 2007 required that APCs should be established. The overall aim was to bring together individuals and organisations to provide a shared partnership approach and consistent response to the prevention of harm and to the support and protection of adults.

1.3 Roles and Functions of the Adult Protection Committee

The APC are a partnership responsible for taking a lead role in coordinating and developing local responses to the support and protection of adults who are or have the potential to be at risk of harm in their area.

Their core functions are all consistent with the Scottish Government Guidance for Adult Protection Committees (Oct 2008). These broadly relate to taking a lead for strategic planning and continuous improvement in particularly in relation to:

- Developing local policies, practice and procedures for interagency work to support and protect adults at risk of harm.
- To establish Quality Assurance that includes an agreed approach to self evaluation within and between partners to evaluate how effectively local services work together to support and protect those adults at risk of harm and make a positive difference.
- To improve local ways of working in the light of the knowledge gained through national and local experience and research, and to ensure that any lessons learned are shared, understood and acted upon.

- To communicate clearly to individual services and professional groups and partnerships, to promote the shared responsibility for protecting adults at risk of harm, and to ensure effective cooperation and information sharing across agencies.
- To help ensure the quality of adult protection work through improving learning and development opportunities for staff to ensure we have a confident and competent workforce who can respond to the support and protection of adults at risk of harm.
- To raise awareness within the wider community of the need to safeguard adults at risk of harm and promote their welfare. To explain how the wider community can contribute to the prevention of harm.
- To ensure the fullest possible engagement with the wider community in relation to the work of the committee and its functions.

2. REPORTING AND ACCOUNTABILITY ARRANGEMENTS

- 2.1 Each APC has to have an independent Chair appointed and in order to fulfil its functions has a constitution/terms of reference document that sets out the detailed aims and objectives; roles and responsibilities; membership; reporting and accountability arrangements and resource support arrangements within their own local authority area. Pan Ayrshire Adult Protection Committee (APC) Reporting Arrangements Overview as detailed in (Appendix 1).
- 2.2 The Chief Officers Group (COG) for each APC in Ayrshire retains a strategic overview of all public protection matters which includes child protection (CPC), adult protection (APC), multi-agency public protection arrangements (MAPPA) and violence against women partnership arrangements (VAWP). In addition the community planning structures which deliver on the single outcome agreement (SOA). The Pan Ayrshire Data Sharing Partnership (DSP) operates across agencies and continues to take a lead role in developing joint information systems.

The role of the COG is to provide high level support and leadership and to ensure:

- A collective strategic overview
 - Effective planning and performance, particularly in respect of risk assessment and risk management
 - Appropriate resourcing; and
 - Clear and appropriate public reporting, including a robust approach to public relations.
- 2.3. Each APC is supported by a dedicated lead officer employed by the Health and Social Care Partnership who has direct line management responsibility for the post. The lead officer has a key role in retaining an overview of all the work taking place and there is clear communication across partners for the

APC action planning arrangements. The post holder works closely with the Chair of the APC, which ensures ongoing oversight by the Chair of the work of the Committee and any sub groups.

- 2.4 The Pan Ayrshire Adult Protection Committee sub group structure will be agreed by chairs and leads to meet the needs of the structure in any biennial period. This demonstrates there is a connection between the strategic function of the Committee and the operational delivery of local services which is crucial to progress action and coordinate effort. The subgroup structure will ultimately be approved and endorsed by each individual APC and then collectively.
- 2.5 Core members of sub groups will consist of an Adult Support and Protection Lead Officer as Vice Chair and representatives of Police Scotland, Scottish Fire and Rescue and NHS Ayrshire and Arran. Consideration will be given to other relevant members i.e. service user/carer, Care Inspectorate, third sector. Each representative will require to;
- Positively promote and deliver on agreed work plans of the group
 - Ensure information about the work of the group is communicated back to their organisation
 - Identify and commit individuals/resources to take forward activity e.g. short life work groups
- 2.6 The Pan Ayrshire APC Chairs and Leads Group is a forum where the Chairs and Leads of each APC meet quarterly to identify common areas of interest, to share learning and to maximise resources. The intention is also to promote a consistent response to adult support and protection for all partners and where possible action is taken to progress joint initiatives prior to submitting to their respective APC for approval.

3. PRIORITISING JOINT WORKING

- 3.1 Following the submission of the Biennial Report a meeting will be prioritised with Pan Ayrshire chairs and leads to set common priorities and how these priorities will be delivered. These priorities will as a minimum include learning and development activity as well as policies and procedures development. Inclusive consultation will take place to negotiate and establish joint working activity and how these will be remitted to the relevant sub group(s) or short life working group(s) individually as well as Pan Ayrshire.
- 3.2 The sub group short life working groups will be expected to provide a quarterly report to the Adult Protection chairs and leads using the standard template (Appendix 3) and will then be presented to the individual APC's.
- 3.3 The agreement in place is that each APC annually takes the lead to plan, organise and host a Pan Ayrshire development/learning event. This will be resourced jointly by all three authority areas.

4. SELF EVALUATION

- 4.1 The three Ayrshire APC's are committed to continuous improvement through self evaluation. We recognise self evaluation is an evolving process which takes place on many levels including strategic, operational and individual level.
- 4.2 The Self evaluation of Adult Support and Protection Activity in Scotland: Resource Handbook Scottish Government February 2011 is an effective tool used to self-assess APC's and their reporting arrangements and will be used biennially to evaluate the joint working arrangements as detailed within this document. Quality indicator 5 within this tool (appendix 2) is the agreed indicator for this purpose as it measures;
- **How good are our governance and leadership?**

5. EQUALITY STATEMENT

- 5.1 **The needs of** adults and families from all sections of the community who experience or cause harm will be considered and incorporated into all relevant reporting arrangements and partnership plans. The adult's abilities and background will be fully considered and regarded as part of any decision or action to support and /or protect an adult including, the adult's age, gender, sexual orientation, religious persuasion, racial origin, ethnic group and cultural and linguistic heritage.
- 5.2 The three Ayrshire APC's and the subgroups will ensure that the experiences of those affected by physical, psychological, sexual, financial Harm: self harm, neglect or deficiencies in care are included and influence plans through these reporting arrangements.
- 5.3 This document is also available, on request in Braille, large print, or recorded on tape and can be translated into Gaelic, Urdu, Chinese, Punjabi and polish. Copies can also be accessed on

East Ayrshire Council, Adult Protection Committee website at www.east-ayrshire.gov.uk/asap.

North Ayrshire Council
www.northayrshire.gov.uk/CommunityLifeAndLeisure/CommunityAdvice/AdultSupportandProtection.aspx

South Ayrshire Council
www.ASPsouth-ayrshire.gov.uk

PAN AYRSHIRE ADULT PROTECTION COMMITTEE (APC) REPORTING ARRANGEMENTS OVERVIEW



D: Quality Indicator 5 Evaluation Area 9: Governance and leadership: Assessment criteria

The adult protection governance framework is clearly stated, transparent and integrated across all relevant agencies and good leadership from senior officers and the Adult Protection Committee ensures progressive improvement

Excellent	The governance framework is clearly articulated, transparent and stated, while leadership is effective in all aspects of adult protection policy and implementation. Active improvement of adult support and activity is clearly evidenced. The Adult Protection Committee fully realises its statutory role.
Very Good	The governance framework is clearly articulated, transparent and stated, while leadership is effective in most aspects of adult protection policy and implementation. Active improvement of adult support and protection activity is clearly evidenced. The Adult Protection Committee fully realises its statutory role.
Good	The governance framework is clearly articulated, transparent and stated though some weaknesses were evident. Leadership is effective in most aspects of adult protection policy and implementation. Active improvement of adult support and protection activity is clearly evidenced. The Adult Protection Committee fully realises its statutory role.
Adequate	The governance framework is generally clearly articulated, transparent and stated, while leadership is effective in most, but not all, aspects of adult protection policy and implementation. Active improvement of adult support and protection activity is evident but could be more thoroughgoing. The Adult Protection Committee's work requires further development to meet its statutory role.
Weak	The governance framework clearly requires significant development, while there is evidence of significant failures in leadership across several agencies. Active improvement of adult support and protection activity is very limited while the statutory role of the Adult Protection Committee requires significant development.
Unsatisfactory	The governance framework is poorly developed and lacks clear articulation and transparency. Overall leadership in a number of agencies is poor or lacking. There is no evidence of improvement activity. There are significant failures on the part of the Adult Protection Committee in fully realizing its statutory role.

The governance framework is poorly stated and lacks transparency while overall leadership is ineffective and the adult Protection Committee fails in significant ways to meet its statutory requirements. There is no evidence of measures to ensure progressive improvement



NAME OF SUBGROUP:

CHAIR OF SUBGROUP:

DATE OF MEETING:

SUBGROUP REPORT SUBMITTED TO:

DATE:

MAIN AGENDA ITEMS COVERED:

KEY INFORMATION POINTS:

PARTICULAR CHALLENGES:

WORK COMPLETED SINCE LAST MEETING:

ANY RELEVANT ADDITIONAL INFORMATION:

KEY DECISIONS REQUIRED AND BY WHOM: