

National Appropriate Adult Oversight Group

10 October 2023 10.00am – 11:30am

Attendees:

Sandy Riddell, Mental Welfare Commission (Chair)
Ffion Heledd, National Appropriate Adult Coordinator (Secretariat)
Frances Donohoe, National Policy and Participation Officer (COSLA)
Michael Gough, Scottish Government
Lindsey Henderson, Scottish Government
Sarah Meanley, Scottish Government
Anil Gupta, COSLA
Jane Kelly, Care Inspectorate
Kay Newton, Care Inspectorate
Gillian Murdoch, Police Scotland
Nicola Cumming, Tayside/National Operational Group
Stephen Heath, Clarity in Communication/National Operational Group
Matthew Webb, Orkney/National Operational Group
Leanne Wells, Argyll & Bute/National Operational Group
Kirsty Naysmith, Edinburgh/ National Operational Group
Nicky Brown, SLAB
Emma Thomson, COPFS

Apologies:

Jana de Villiers, Forensic Network
Lynsey McKean, Scottish Government
David Mitchell, Scottish Government
Laura Kerr, Social Work Scotland
Callan Curtis, Orkney/National Operational Group
Denise Murdoch Argyll & Bute/ National Operational Group
Jan Green, Speech and Language Therapy (NHS Forth Valley)
Franck David & SOLD representatives, SOLD Network, People First
Stephen Grimason, Police Scotland
Leanne Murphy (SLAB)
Hugh Duncan (SLAB – representing PDSOs)

Ffion noted that we are waiting for confirmation of a new representative from Victim Support Scotland.

2. Declarations of Interest

No declarations of interest noted.

3. Minute of previous meeting

The minutes from the July meeting were approved.

4. Update from National Appropriate Adult Project

Ffion provided an update on work since the last meeting.

- The Operational Group last met on 4th September. A summary of the main points of discussion and actions along with approved minutes from the previous meeting have been circulated.
- We have established monthly informal half-hour drop in session for practitioners. Appropriate Adults can join to hear about national developments or to raise any questions or concerns/ share their local perspective. Two sessions have been held to date, with around 15 people attending on both occasions. The sessions are designed to complement other ways of engaging with front line staff, for example local practitioners meetings and training. Any relevant local operational matters will be shared with the local coordinator for information.
- We are exploring themed lunchtime knowledge exchange/ learning events and are connecting with the National Adult Support and Protection Coordinator around joint opportunities. We have also recently engaged with the Children and Young People's Centre for Justice in terms of awareness raising and linking into some of their training and development.
- We have attended local oversight groups and continue to offer targeted support to areas who request it.
- We contributed to Police Scotland's Adult Support and Protection CPD training event held at Tulliallan in August and will also contribute to more targeted Police training in November. We have also been invited to hold a training session for the Scottish Legal Aid Board in November, and they are reciprocating by joining one of our future Operational Group meetings. Ffion will also present at a Forensic Network national meeting in November.
- We have been strengthening links with our Adult Support and Protection colleagues and colleagues working on Equally Safe and the Violence Against Women and Girls agenda. Both offer opportunities to raise the profile of Appropriate Adults and we have been invited to present about our work at both networks.
- We provided a response to a request from the Equalities and Human Rights Committee at the Scottish Parliament for information about the use of Makaton when an Appropriate Adult is needed.
- A planning group has come together to arrange our national event in Dundee on 29 November – thank you to colleagues from the Care Inspectorate, COSLA, Scottish Government, Police Scotland, and local services for their involvement. The morning will be a chance to network, showcase work and ideas from a range of stakeholders and celebrate achievements to date. This will include a session on the new Quality Improvement Framework and Self Evaluation tool, input from the COSLA Community Wellbeing Spokesperson, Scottish Government and Police Scotland and presentations from local areas on particular pieces of work. The focus of the afternoon will be a very interactive session, focussed on what the statutory service needs to be able to develop in a sustainable way. Discussions will be structured around some familiar themes including Training and Standards, Sustainable Governance arrangements, performance information and quality improvement. We hope that contributions from the day, along with other intelligence we're gathering through regular meetings will help us pull together proposals for a future strategy and delivery plan.

Sandy encouraged a whole feedback loop so that the National Oversight Group feeds back to the Operational Group and vice versa. Ffion confirmed that this is done through sharing minutes and a shared action log as well as representatives from the Operational Group attending the National Oversight Group and reporting back.

Sandy reiterated the importance of taking stock and holding others to account and asked whether the national team follow up/ target support in specific local areas where there is less awareness of the national structure and opportunities to engage with the wider debate. Ffion confirmed that this is the case. For example, in some areas, local oversight groups are well established, but others are still developing and need more input.

5. Member updates

Care Inspectorate

The pilot stage in Glasgow and Tayside is nearing completion. The launch of the QIF is scheduled to coincide with the national event in November, and there has been agreement for joint branding with the Scottish Government to reflect partnership work. An additional document (the core assurances document) has also been tested. This is a simpler form which will work as an introduction to the full self evaluation, and has worked well. Nicola Cumming reiterated that the process in Tayside has been very helpful, and reminded the group of the importance of not overwhelming people and starting small then building on that. Jane Kelly noted that the next steps will involve working in collaboration with the sector to understand the best way of offering support across different areas.

Scottish Government

Work continues on the review of the National Guidance. A draft has been circulated to all Local Coordinators and other stakeholders – the closing date for responses is 12 October. The team is also preparing a paper for the Settlement Distribution Group around funding. The previously expected data on Appropriate Adults services will not be available, and this will be reflected in the paper.

Action: SG colleagues to provide an update on next steps and timings at national event in November

Police Scotland

- Thank you to Ffion and Fran for providing input at the CPD event on 25 August. There were over 68 attendees and feedback was positive.
- Training in November will be aimed at front line officers with specific interest in adult support and protection and specialist officers.
- A response to the Scottish Government on the draft guidance has been submitted.

6. Training and Development/Standards

Sandy noted that Training and Development is something that falls under the remit of the Operational Group, with the option of raising any issues of particular concern at the Oversight Group. A paper was circulated summarising progress to date with work

around Training and Standards, and the group was asked for comments and reflections.

Kirsty Naysmith updated the group on the work of the short life working group convened under the banner of SAAN. The group hosted a training the trainer session for Appropriate Adult Coordinators in September and intend to host this on a regular six-monthly basis. The session has also been recorded so that people can access it virtually. Kirsty has pulled together a report from training sessions she has run.

Gillian Murdoch asked whether there is a plan in place to review and update the core training package and what national governance is in place around training in terms, updating materials, keeping a register of attendance and completion etc.

Ffion clarified that feedback about the national training package has been mixed, the contract was for a fixed project/fee and that national governance as described is not currently in place. Individuals can still be given access to the training materials via the National Policy and Participation Officer.

Sarah Meanley noted that the review of the National Guidance asked for views on the possibility of putting in place a set of standards for appropriate adults, which could potentially link to training and standards. Sarah also noted the collective role of the National Oversight Group in making informed decisions about how future training needs can be supported. Sandy expressed the importance of governance, minimum standards, consistency, resourcing, assurance and the links to the work of the Care Inspectorate.

Action:

- **Kirsty to share report with Ffion Heledd in due course.**
- **Group members to send any ideas on this theme to Ffion by 1 November**
- **Continue this discussion at the national event to explore potential solutions**

7. Data collection and performance information

A paper outlining the background to the work undertaken to date around data collection was circulated prior to the meeting. Ffion explained that taking into account a number of factors – as outlined in the paper, and the evolving context of our work, it may be helpful to pause and look at the group's needs with a wider focus and invited the group to comment.

Sandy reflected on the importance of having data that tells us what we need to know, in a form we can use, without burdening the system, and invited the group to take stock of its role and remit and oversight responsibilities, including in relation to promoting consistent standards of practice and policy to inform its thinking about this area.

Stephen Heath raised the important of complying with GDPR regulations, the risks for local services keeping data for longer than is necessary to deliver a service, and the importance of communicating any national decisions around data collection promptly and clearly.

Action:

- **To continue the discussion at the national event in November**
- **Ffion to send update to local coordinators and those attending the event in advance, sharing the focus of the workshops in more detail.**

Future developments/sustainability

Sandy noted that the national event in November will be an opportunity to contribute to broader discussions around the future long-term sustainability of the service and reminded members that they are also welcome to feed any thoughts directly to Ffion ffion@cosla.gov.uk

Action: Ffion and event planning group to plan the output from the event e.g. options paper for the National Oversight Group

AOB

Sandy thanked everyone for their updates and noted that the group will meet again after the November event – likely to be January or February 2004.

Action: COSLA to send out invites, agenda and related documents.

7. Date of next meeting

13 March 2024 @10:30 via MS Teams