**National Appropriate Adult Oversight Group**

**13 April 2021 10:30am**

**Virtual meeting – Microsoft Teams**

Attendees:

Sandy Riddell, Mental Welfare Commission (Chair)

Jo Savege, National Appropriate Adult Coordinator/COSLA (Secretariat)

Lucy Lawson, Scottish Government

John Wallace, Scottish Government (Note taker)

Anil Gupta, COSLA

Suzie Moran, Police Scotland

Karen Donoghue, Scottish Appropriate Adult Network

Kirsty Naysmith, Scottish Appropriate Adult Network

Jane Brown, Care Inspectorate

Lee Kelso, Care Inspectorate

Ashley Martin, Care Inspectorate

Alison Atkins Crown Office and Procurator Fiscal Service

Franck David, SOLD Network, People First

Allan Spiers, SOLD Network, People First

Tony Bowman, ARC UK, SOLD Network

Caroline Kelly, Forensic Network

Alison Love, Victim Support Scotland

Stephen Heath, Clarity in Communication

Frances Simpson, Support in Mind Scotland

Apologies:

Zak Tuck, Scottish Government

Gillian Mawdsley, Law Society of Scotland

Kim Hartley-Kean, Royal College of Speech and Language Therapists

Jan Green, Royal College of Speech and Language Therapists

Jana De Villiers, Forensic Network

Jane Kellock, Social Work Scotland

1. **Welcome & Introductions**

Sandy welcomed everyone to the meeting.

Apologies noted.

It was noted that Jane Kellock would no longer be the SWS representative on the group and replacement was still to be confirmed.

1. **Declarations of Interest**

There were no declarations of interest in respect of the items to be discussed at the meeting.

1. **Note from Previous Meeting**All agreed the meeting note was an accurate representation of the last meeting.

Sandy noted that he and Jo had met with SAAN representatives and had positive discussions. He noted that Karen and Kirsty would provide an additional update during the members updates.

1. **Update from National Appropriate Adult Co-ordinator**

Jo summarised the work and engagement that she had been involved with since the last meeting this included:

* Training –
	+ Project brief for development of core training materials has been submitted to SG procurement team - Lucy will chase up.
* Meetings –
	+ Regular meetings with Care Inspectorate team to share findings which inform framework, understanding of practice and strategic landscape.
	+ Attended Aberdeenshire and Forth Valley Local oversight/steering groups. Jo has extended an invite to all services for her to attend their meetings should that be of use.
	+ Data SLWG – had initial meeting with subsequent meeting scheduled for later this month with input from COSLA Data Services Manager.
	+ VAWG with a Learning Disability – One meeting attended to date
* Good practice guidance –
	+ Focus groups with Appropriate Adults being held in May to explore what do they do and how do they do it.
* Newsletter –
	+ Aiming to distribute first edition of the newsletter towards end of April to Appropriate Adult co-ordinators for distribution in the first instance.
* SWS ‘Webinar’ –
	+ Will be speaking about the statutory service on 27 April. An invite has been circulated to Adult Social Care Committee.
* Governance –
	+ Papers presented to COSLA Community Well-being and Health & Social Care Boards, COSLA Police Scrutiny Forum and SOLACE (Society of Local Authority Chief Executives)
	+ Agreements in place with BTP & HMRC regarding requests and work to commence with Ministry of Defence Police and Civic Nuclear Constabulary.

Tony asked if it would be possible to attend the SWS webinar. It was explained that the this was for the Adult Social Care Committee and as such not in this groups scope to extend an invitation.

Allan and Franck extended an invite to Jo to visit their office once the lockdown regulations were relaxed. Jo advised that she would be looking forward to meeting everyone in person when regulations allowed.

Sandy noted that although it is difficult to work remotely, the COVID roadmap stated that those that can work remotely should continue to do so, and that the situation must be managed carefully. He indicated that he would keep everyone up to date with the planning for when the group can meet in person.

1. **Care Inspectorate**

Jane Brown, Lee Kelso and Ashley Martin of the Care Inspectorate gave a presentation of the work they have been undertaking, including the networking they have done from September 2020 to date. (Presentation embedded below).



It was noted that the Care Inspectorate was potentially looking to consult with Jan Green at the Royal College of Speech and Language Therapists and that they will provide an update at next meeting.

Jane posed a question to the group on how the Care Inspectorate could work with the group in terms of the development of the evaluation framework. It was agreed that a short life working group sitting below the oversight group may be a useful way to share thoughts.

Sandy was supportive of this approach and asked Jane and Jo to explore with how to proceed. Franck David advised that he would be happy to be involved with the short life working group moving forward.

**Action** - Jane and Jo to discuss and develop a plan for a short life working group which links back to the oversight group with an appropriate governance structure.

Sandy felt that the presentation was helpful with lots of outcomes and was reassured by the people who had been engaged with so far.

It was agreed that the framework should be informed by as many people as possible who would be using it, to ensure buy in and ownership. Jane noted that the framework would be aspirational, and that legislation and guidance means that we can tread a new path and human rights must be at the heart of the work.

The Care Inspectorate accepted an invitation from Karen Donoghue to deliver their presentation to SAAN.

1. **Member updates**

SAAN

Kirsty Naysmith and Karen Donoghue provided an update from SAAN.

Kirsty noted most Appropriate Adult services have been carrying on as normal as circumstances allow, with the level of requests still sitting below usual levels.

Kirsty has begun monthly chat sessions; 4 half hour sessions that Appropriate Adults can join. There has been between 3 and 15 attendees per session.

It was noted from feedback sessions that whilst the police initially struggled to be fully compliant with PPE provisions at the start of the lockdown, there has been a marked improvement noted by the network.

Kirsty discussed the forthcoming Appropriate Adults day, and that members of the oversight group would be participating alongside Police Scotland, British Transport Police, HMRC and others.

Karen Donoghue advised that she had met with both Sandy and Jo on a couple of occasions to discuss the role of SAAN and the group to ensure a joined-up approach and no duplication of effort. This led to SAAN undertaking a survey of members regarding the network’s structure, role and purpose, with the feedback from this currently being reviewed. Karen also confirmed that SAAN will link with the Improvement Service as part of work to shape SAAN going forward.

Karen noted that she has also met with Glasgow’s Chief Social Work Officer group regarding the role of SAAN and it has been agreed that following the outcome of the survey/work with implementation group the recommendations will be taken by SAAN to the Chief Social Work officers group

Karen advised that SAAN has always produced an annual report and consideration needs to be given to this in light of the creation of the oversight group. Sandy noted that there would need to be some reflection on this.

Karen asked whether an overall work plan would be developed and shared as it would be useful to have timelines as a planning tool for partners to develop a clear picture of the evolving landscape. Sandy queried whether SAAN would also be developing a workplan to include, Karen noted that yes this could be done, it would be dependent on what SAAN’s role would be going forward.

Police Scotland

Suzie Moran reported that things were continuing business as usual. Their main focus was on moving forward with the UN climate change conference (COP26) planning. Suzie requested that group members make sure it is on their agenda and try to identify where that fits into their area of business.

Both Karen and Jo noted that they were involved with COP26 planning sub-group and Jo advised that she was waiting for approval from Police Scotland to share some of the planning information that wouldn’t compromise operational security.

1. **AOB**

Karen queried whether, given that Clarity was now represented on the group, whether Carr Gomm – who are contracted in respect of Appropriate Adult services in Argyll and Bute - should be extended the same invite. Sandy has no issue with this as he envisages membership evolving over time and is happy to be flexible about membership.

Jo noted that, due to the different ways services were delivered in Tayside and Orkney, any invitation to additional bodies would need some careful consideration around how everyone could be properly represented without the group becoming too big.

Next meeting: Tuesday 13 July 2021 at 10.30am – 11:45am.

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