**National Appropriate Adult Oversight Group**

**25 April 2022 10.30am – 11.45am**

**Virtual meeting – Microsoft Teams**

Attendees:

Sandy Riddell, Mental Welfare Commission (Chair)

Jo Savege, COSLA (Secretariat)

Frances Donohoe, COSLA (note taker)

Zak Tuck, Scottish Government

Lee Kelso, Care Inspectorate

Paul Comley, Care Inspectorate

Stephen Heath, Clarity in Communication

Jana de Villiers, Forensic Network

Linda Quinn, West Lothian College

Beverly Bruce, West Lothian College

Debbie Storm, Victim Support Scotland

Gillian Faulds, Police Scotland

Vic Young, Police Scotland

Nick Ward, Support in Mind Scotland

Alan Speirs, SOLD Network

Franck David, SOLD Network, People First

Jan Green, Royal College of Speech and Language Therapists

Apologies:

Anil Gupta, COSLA

Karen Donoghue, Scottish Appropriate Adult Network

Kirsty Naysmith, Scottish Appropriate Adult Network

Jamie Lipton, COPFS

Debbie Wilson, Law Society of Scotland

Laura Kerr, Social Work Scotland

Ian Binnie, Care Inspectorate

Ashley Martin, Care Inspectorate

Alice Squire, SOLD Network, ARC UK

# **Welcome & Introductions**

Sandy welcomed everyone to the seventh meeting of the Group and gave a warm welcome to Fran Donohoe, Paul Comley, Gillian Faulds and Vic Young to their first meeting.

Apologies and substitutes were noted.

# **Declarations of Interest**

Jan Green mentioned she had been contracted to contribute to development of training.

# **Note from Previous Meeting**

Sandy noted any amendments on the draft had been included and a final copy has been circulated. There is one outstanding action:

* Jo and Lucy to produce paper reflecting on the work of the Group to date.

This will now be carried over to our meeting in October**. If anyone has any comments, please contact Jo**

Sandy noted the next meeting will be via MS Teams and we will look at a face to face/hybrid meeting in October.

# **National Training Programme**

Sandy introduced Linda Quinn and Beverly Bruce from the team at West Lothian College who delivered a presentation on their work. The programme has been warmly received to date with constructive feedback used to inform the final product. (copy of PowerPoint presentation below).



Paul Comley commented about purposeful refresher training and beyond, including practice dilemmas.

Franck David welcomed of the inclusion of assertiveness in the training.

Next steps are the roll out of the training either via their online learning site or by provision of hardcopy materials. The Team will work with Jo to develop an evaluation strategy.

# **Update from National Appropriate Adult Co-ordinator**

* SLWGs –

Adults with Incapacity Guidance for Appropriate Adults.

The work has come to an end and Jo is drafting the report and recommendations. Due to complexities of practice and differing local arrangements, national guidance will remain high level and inform local policy development in this area which COSLA can offer resources to support.

As discussed by the SLWG, Jana noted the current Guidance requires immediate attention given it states anyone who is subject to AWI legislation should not receive an Appropriate Adult. This was acknowledged by the group.

**Action: Zak and Jo to discuss how best to address this asap.**

* Training Group

Sub- group to be developed to inform evaluation of the training programme, consider continuous professional learning amongst other related topics.

* Data improvement – IT Platform

Requests have been made of selected services to take part in testing.

* COSLA Local Government Advisory Group (LGAG)

First meeting scheduled for this week with the overall aim to develop and strengthen the link between the National Oversight Group and corporate and strategic areas of local authorities. Governance will be considered at the first meeting followed by quality assurance and funding review. *[Note: the LGAG meeting has been rescheduled to 23 May]*

# **Member updates**

Care Inspectorate

Input from Lee - Since our last update, the team has changed; we are delighted to include our new strategic inspector Paul Comley.

Update provided on the progress of the quality framework. Following the last National Oversight Group meeting, the earlier version of the framework has been reviewed; ensuring the analysis from the surveys is informing the quality indicators; was it fit for purpose, did it meet the need to produce a ‘simple, easy to use framework’? Standards, policies and guidance were reviewed to ensure it was evidence based and a person centred, human rights focused document; for example referencing the Health & Social Care Standards. While it’s a distinct framework for a unique service it must fit alongside existing quality frameworks to ensure consistency across the social care and social work sector.

Five strong key questions have been developed, with up to 9 quality indicators sitting underneath. They have been designed so the quality framework for self-evaluation covers people, delivery and outcomes. The next stage will be to finalise the key factors which make clear the areas of practice to be covered and develop illustrations. The illustration development is hugely important and we will draw heavily from our survey responses, health and social care standards and other relevant standards to create these. We are also developing a glossary and other supporting documents. Consultation with the sector will also be key to shaping the final content.

The survey for people with lived experience has now been distributed, along with a survey for families and carers of people who have required an Appropriate Adult. We’d like to thank ‘Talklinks’ for their expertise in contributing to the development of the surveys, and we aim to have completed the survey return by the end of May. Link to surveys:

**Person with Lived Experience Version -** [**https://forms.gle/7Vc6wC5nBrDjZR9K9**](https://forms.gle/7Vc6wC5nBrDjZR9K9)

**Carer Version -** [**https://forms.gle/jZ1D4QqQyHcyUzER9**](https://forms.gle/jZ1D4QqQyHcyUzER9)

We understand that there will be opportunities at future National Oversight Group meetings and launch later this year to share our work and learning and we will seek to align our timelines. We will be looking to collaborate with services on developing and finalising quality indicators and commenting on the usefulness of the framework to support self-evaluation. Care Inspectorate will be working with Fran to consider how best to develop a quality assurance group which aligns with the consultation.

We will use our newsletter to update on the work that we are doing, specifically on our quality assurance work, in terms of the development of the quality framework and self-evaluation guidance. We’ll also use the newsletter to invite people to take part in the consultations and any other engagement opportunities, so please sign up if you want to be kept up to date. [**https://public.govdelivery.com/accounts/UKCIS/subscriber/new?qsp=CODE\_RED**](https://public.govdelivery.com/accounts/UKCIS/subscriber/new?qsp=CODE_RED)

You’ll be asked to submit an email address, after which you will be presented with a list of subscription topics – look for ‘Appropriate Adult Update’ under the Topics of Interest field. There’s the opportunity to subscribe to other areas of interest at the same time. Any questions, please contact Lee lee.kelso@careinspectorate.gov.scot

Clarity in Communication

Stephen gave an update on the scenario scripts for 4 or 5 audio visual training videos which he has been developing with Jo and Police Scotland. The videos will be filmed in May and the only cost will be the actor £250. Police Scotland offered their facilities. Once completed, the videos will be shared with all services, partners and stakeholders to develop knowledge and understanding on the role of Appropriate Adults.

SAAN

Email update from Kirsty Naysmith - SAAN are putting together a report to be presented to Chief Social Work Officers (CSWOs) outlining SAAN, including their Terms of Reference and Standing Agenda. Once authorised or amended by the CSWOs, the report will be circulated.

Lanyards have been provided by Scottish Government to services to increase the recognition of the logo and identifying who is a trained AA.

SAAN Annual Report is in development.

Next SAAN meeting is on Thursday 28th April where they will pilot their new agenda format.

Scottish Government

Following on from the update on the SLWGs, Zak gave an update via chat function - SG aim to have a revised version of the Guidance for Local Authorities published in the autumn. The National Oversight Group will play a key role in facilitating the update.

# **AOB**

Sandy summarised really good pieces of work going on and tangible outputs. and thanked everyone for their updates. He went on to highlight the aim to have a launch event to celebrate the many developments.

Action: Sandy and Jo to discuss initial plans for a launch/celebratory event.

Plans for July 2022 meeting

Sandy advised the group that due to the current Covid-19 situation the next meeting would be held virtually, with an aim to move to in-person/hybrid in October. October’s meeting will include a review of the work of the Group to date as well as workshops to develop working relationships.

Dates of next meeting

The next meeting will be held virtually on **Tuesday 12 July 2022 @ 10.30am.**

Future Meetings

* Tuesday 11 October TBC

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