**National Appropriate Adult Oversight Group**

**12 January 2021 11am**

**Virtual meeting – Microsoft Teams**

Attendees:

Sandy Riddell, Mental Welfare Commission (Chair)

Jo Savege, National Appropriate Adult Coordinator (Secretariat)

Lucy Lawson, Scottish Government

Zak Tuck, Scottish Government

Karen Donoghue, SAAN

Kirsty Naysmith, SAAN

Jane Kelly, Care Inspectorate

Jane Brown, Care Inspectorate

Suzie Moran, Police Scotland

Anil Gupta, COSLA

Rachel Kennedy, COSLA (Note taker)

Franck David, SOLD Network – People First Scotland

Allan Spiers, SOLD Network

Tony Bowman, SOLD Network - ARC Scotland

Frances Simpson, Support in Mind Scotland

Jan Green, Royal College of Speech and Language Therapists

Dr Jana De Villiers, Forensic Network

Jane Kellock, Social Work Scotland

Apologies:

Gillian Mawdsley, Law Society of Scotland

Alison Atkins, COPFS

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

1. **Welcome & Introductions**

Sandy welcomed everyone to the meeting.   
  
Apologies noted.

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

No outstanding actions.

1. **Membership of National Oversight Group**Sandy advised there were other organisations who were interested to be members of the group. He wants to gain greater clarity on the landscape and where the work of the group fits into it as well as keeping the membership under review.

* Victim Support Scotland (VSS)

All agreed VSS would enrich the work of the group and agreed for them to be invited to join the group.

* Clarity in Communication   
    
  Clarity in Communication are seeking to be invited to the group as they felt they were not represented at other forums. There was general consensus to extend an invite to Clarity.

Karen was keen a final decision is postponed. She reported having sought advice from the commissioning service and legal department within Glasgow City Council. The outcome of this was non-Local Authority providers were not invited to attend SAAN when discussions were focused on funding and possible tendering out for statutory service. She clarified her view all Local Authorities are represented at SAAN.

There was a full discussion around non-public sector agencies participating in decision making forums with members voicing it is common for such groups to be represented. Jane Kellock voiced there should be a balance and have the agenda reflect where we need more confidential conversations. Anil stated more important to have stakeholders around the table as opposed to omitting specific stakeholders. Sandy confirmed we will provide an update on this at the next meeting and establish a Declaration of Interest on the agenda, members agreed.

Due to the discussion about representation, Sandy and Jo to meet with Karen and Kirsty to explore the function and roles of SAAN and the National Oversight Group. Karen clarified SAAN is not a constituted group and does not have a Terms of Reference.

Action: Jo to arrange a meeting between Sandy, Jo and SAAN representatives.

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

Jo summarised her findings to date focusing on governance, local oversight, quality assurance and data collection/analysis. She went on to say an infrastructure incorporating all these areas, as detailed in the Guidance for Local Authorities, requires to be in place across all services before implementing any developments in relation to practice e.g. training, toolkit, branding, proformas.

To address the areas for development mentioned, Jo has attended Social Work Scotland meetings to seek support of their members to implement the changes required. Jo also mentioned that she will be updating the COSLA Community Wellbeing Board (CWB) and COSLA Leaders to further promote the statutory service.

Anil is also keen that one of the reports from CWB and Leaders meeting is presented at SOLACE (Society of Local Authority Chief Executives) forum – Jo agreed.

Tony raised the issue of ensuring people are aware of how they can complain. Karen stated services use the generic Local Authority complaints policy and do not have an Appropriate Adult specific policy. It was acknowledged the issue of complaints requires constant review to ensure participation.

Allan invited Jo to attend a SOLD meeting. Jo accepted the invite and will liaise with Allan and Franck to arrange.

1. **Member updates**

* Care Inspectorate

Jane Brown (Strategic Inspector- Care Inspectorate) mentioned they circulated an email to Chief Executives and Chief Social Work Officers highlighting a survey as part of their mapping exercise. The survey will be distributed imminently with a return date for 12 February. Jane reiterated the phases of the development of the quality assurance framework. She went on to say they would be seeking volunteers for the consultation process and to test out a draft framework. Jane also mentioned they will be developing a customer survey.

Colleagues want to check that all areas are linking in with various stakeholders to further develop the work. Jan confirmed that RCSALT are always keen to help widen access to those with communication difficulties.

Whilst working closely with Jo, Jane will provide regular updates on survey responses as well as at future meetings.

* Police Scotland

Suzie Moran reported the Standard Operating Procedure (SOP) is now published and is available on Police Scotland website.

Action: Jo to circulate link to the SOP.

* SAAN

Karen reported services had experienced a drop in referrals following the initial ‘lockdown’ but are now returned to as would be expected.

Kirsty confirmed that they have been running ‘Appropriate Adult Days’ with the next one planned for April. There is also now a monthly half hour ‘chat session’ for Appropriate Adults across the country providing peer support.

* Forensic Network

Jana advised the Forensic Network were happy to be involved in any developments of the statutory service. She also commented in relation to quality assurance and data collection and particularly the admissibility of evidence fairness of interviews being questioned during court proceedings. She raised the possibility of a feedback mechanism whereby Appropriate Adult services are alerted that the interview should not have proceeded stating this would help with training and the development. Jana keen to link in with the Care Inspectorate in this regard.

1. **AOB**

Consideration given to the meeting being extended by 15 minutes to allow for fuller discussion. This was agreed.

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

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