**National Appropriate Adult Oversight Group**

**13 July 2021 10.30am – 11.45am**

**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)

Kirsty Naysmith, Scottish Appropriate Adult Network

Linda Hughes, Scottish Appropriate Adult Network

Jane McCarren, Police Scotland

Lee Kelso, Care Inspectorate

Ashley Martin, Care Inspectorate

Franck David, SOLD Network, People First

Allan Speirs, SOLD Network, People First

Tony Bowman, ARC UK, SOLD Network

Stephen Heath, Clarity in Communication

Gillian Mawdsley, Law Society of Scotland

Jan Green, Royal College of Speech and Language Therapists

Jennifer Rezendes, Social Work Scotland

Apologies:

Zak Tuck, Scottish Government

Anil Gupta, COSLA

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

Jana De Villiers, Forensic Network

Suzie Moran, Police Scotland

Karen Donoghue, Scottish Appropriate Adult Network

Jane Brown, Care Inspectorate

Frances Simpson, Support in Mind Scotland

Alison Love, Victim Support Scotland

Alison Atkins, Crown Office and Procurator Fiscal Service

1. **Welcome & Introductions**

Sandy welcomed everyone to the meeting and gave a warm welcome to Jennifer Rezendes of Social Work Scotland. Sandy also thanked Kim Hartley-Kean in her absence for her contribution to the group as she is moving on from her role, confirming Jan Green will continue to represent the Royal College of Speech and Language Therapists going forward.

Apologies were noted.

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**

Sandy noted that there had been a few comments on draft and a final copy has since been circulated.

There were no outstanding actions from the last meeting note.

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:

* Workplan
	+ Members were invited to contact Jo if they had any questions on the workplan which had been circulated with the agenda.
* Logo
	+ Lucy updated the group that she was in conversation with Scottish Government finance colleagues on the best way to assist local authorities with the production of ID badges using the logo.
	+ Once this is finalised, Jo will provide a style guide on logo usage.
* Newsletter
	+ The second edition of the newsletter is out now. Jo encouraged all members to contact her to discuss input in future issues. She is keen the newsletter is owned by everyone.
* Data group
	+ The group has now had four meetings with another two planned. These have proceeded with support from the Improvement Service. A report with recommendations will be sent to all members around October summarising the work of the group.
* National Training Programme
	+ Jo has linked in with COSLA’S Heads of HR and workforce development to explain her role and explore what Local Authorities can offer in respect to training for Appropriate Adult services. Jo will be doing a presentation to the group in September.
	+ Lucy advised that the procurement exercise for the training developer has led to the contract being offered to West Lothian College. The Project is due to commence in late July with Jo and Lucy as project leads. Lucy invited the group to email her if they had any questions.
* Chief Officers Executive Group, HSCPs
	+ Jo has been in touch with this group to promote corporate ownership and buy-in in relation to Appropriate Adult services.
* Short Life Working Group – Quality Assessment
	+ Lee advised the first meeting will be on 22 July and will look at the definition of an appropriate adult. This topic was chosen as it was recognised that there needed to be a consistency of approach across Scotland and a definition which looks beyond the role as set out in guidance and legislation.
	+ As meetings of the group continue future topics will inform who will be around the table. Lee will provide an update at the next oversight group meeting on what has been recommended.

Sandy commented that it was reassuring during these challenging times with so much going on that much was being achieved. He also noted that in relation to the newsletter that contributions from everyone are important and encouraged the group to take part and for their parent organisations to share ownership.

Sandy invited the group to contact Jo for clarification on any points if required.

1. **Member updates**

SAAN

Initial engagement with the Improvement Service has commenced and the Improvement Officer who is the point of contact there will be in touch when they return from leave after 15 July.

Adults with incapacity – Kirsty flagged concerns raised by services relating to Police Scotland using Appropriate Adults in cases where the individual lacks capacity and highlighted that there is a potential conflict between the police Standard Operating Procedure and the statutory guidance for local authorities. There was agreement that this was a complex matter to be explored further in a working group.

**Action - It was agreed that Jo and Sandy would identify the correct person to collaborate with on the issue.**

Kirsty and Karen are to meet with Social Work Scotland to discuss the SAAN review.

Recruitment and restructuring is ongoing across services, including new practices relating to data management in line with discussions taking place at the data working group.

The next Appropriate Adult training day will be held on Microsoft Teams on October 21st and members of the group are invited to attend if they wish.

Care Inspectorate

Surveys are ongoing with the Police Scotland one just having closed with 358 responses. Lee took the opportunity to express her gratitude to Police Scotland and Jan Green for their input into the development of the survey. It was noted that the analysis of responses would take longer than anticipated due to the high level of quality returns and the Care Inspectorate will provide a high level overview at the next meeting. Sandy acknowledged the response from Police Scotland, and noted that it was good that there would be positive well informed foundations to build on.

The Appropriate Adult survey went out at the end of June and has a closing date of 19 July. So far there has been 92 responses. Lee thanked the coordinators who shared the survey and advised that an extension to the deadline could be facilitated if required.

Work is ongoing with Jan to create a question set for gathering information from people with lived experience. This will be tested with representative organisations to ensure clarity and ease of use. The questionnaire is due out at the end July and conclude at the end of August/early September. Analysis of the data would inform the quality indicators.

At present there are a variety of organisations that the Care Inspectorate plan to contact – aiming to reach as wide a range of people with lived experience as possible.

**Action: Lee Invited the group to contact her if there were any suggestions on who to contact.**

SOLD

Police communication tool

Tony spoke to his presentation (copy attached) regarding how to assist police on improving how they consider the need for an Appropriate Adult. He reassured the group that there was no implied criticism of Police Scotland and posited that focus should be on communication needs and in screening everyone coming into custody.

Jan welcomed Tony’s observations and noted that when RCSLT had previously engaged with Police Scotland, officers were keen to have more support and resources to help identify individuals how may require additional support.

It was agreed that Tony would update the group on progress at a future meeting.

1. **AOB**

COP 26 - Gillian queried how the group were engaging in relation to COP 26 and the possible resourcing issues this may bring. Jo advised that both she and Karen Donoghue were involved with the planning groups.

Representation - Sandy asked whether the group felt that there would be worth in setting up a practitioner group and it was agreed that this would be very worthwhile.

**Action: Jo to explore the possibility of setting up a Practitioners Group.**

1. **Dates for next meetings**

Review of timings/length of meetings/remote

It was agreed that the meetings should continue on a quarterly basis for now and that this would be reviewed again in 2022.

The next meeting will be held virtually on Tuesday 12 October 2021 @ 10.30 am.

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

Sandy noted that when restrictions allowed, he would like the first non-virtual meeting to include a workshop which would allow people to get to know one another. Restrictions allowing, this may occur in January/February 2022. It was agreed that the first physically meeting should be scheduled to minimise the need for substitutes to attend.

**Action: Jo to plan meeting dates for next year.**