**National Appropriate Adult Oversight Group**

**12 October 2021 10.30am – 11.45am**

**Virtual meeting – Microsoft Teams**

Attendees:

Sandy Riddell, Mental Welfare Commission (Chair)

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

Zak Tuck, Scottish Government

John Wallace, Scottish Government (Note taker)

Franck David, SOLD Network, People First

Allan Speirs, SOLD Network, People First

Steve Robertson, SOLD Network, People First

Alice Squire, SOLD Network, ARC UK

Stephen Heath, Clarity in Communication

Laura Kerr, Social Work Scotland

Anil Gupta, COSLA

Suzie Moran, Police Scotland

Jane Brown, Care Inspectorate

Ashley Martin, Care Inspectorate

Jan Green, Royal College of Speech and Language Therapists

Jana De Villiers, Forensic Network

Apologies:

Lucy Lawson, Scottish Government

Frances Simpson, Support in Mind Scotland

Alison Love, Victim Support Scotland

Gillian Mawdsley, Law Society of Scotland

Karen Donoghue, Scottish Appropriate Adult Network

Kirsty Naysmith, Scottish Appropriate Adult Network

Jamie Lipton, Crown Office and Procurator Fiscal Service

Lee Kelso, Care Inspectorate

# **Welcome & Introductions**

Sandy welcomed everyone to the meeting and gave a warm welcome to Laura Kerr and Alice Squire to their first meeting. Sandy thanked Jane Brown for her contribution to the group given that this would be her last meeting before moving to a new role. Sandy also thanked Gillian Mawdsley in her absence for her contribution as she has moved on from her role.

Apologies were noted.

Sandy advised that Jo in her role as the National Appropriate Adult Co-ordinator would not be attending SAAN meetings until their role is more clearly defined. Sandy noted that SAAN have withdrawn from Oversight Group meetings at this point also. Sandy recognised that the group would need to look at how they continue to remain connected to local services at this critical time and invited members to contact Jo after the meeting with any thoughts and ideas.

**Action – Group to forward ideas on how to continue engagement with local networks to Jo**

Some further discussion on how to maintain this connection took place. Anil noted that a dialogue may be needed with SOLACE in the near future on how to take things forward.

Zak updated that the Scottish Government and COSLA wrote to SAAN in September and they responded to say that a formal reply would be delayed until after their next meeting at the end of October. Zak stressed that it is vital for the statutory service to have a strong connection between national oversight and local delivery and that SG looks forward to receiving SAAN’s reply and their views on how they can play an active role in the governance framework going forward.

Laura Kerr took this opportunity to introduce herself and advise that she had now been in post for three weeks and was in the process of meeting with the chairs of each sub-group of the Social Work Scotland Standing Committee. She is scheduled to meet with Jo to discuss sub-group structures and would have a position thereafter.

# **Declarations of Interest**

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

# **Note from Previous Meeting**

Sandy noted that any comments on the draft had been included and a final copy has been circulated.

There were no outstanding actions from the last meeting note.

# **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:

* Data Improvement working group (report circulated with agenda)
	+ The work of this group has now concluded and a report has been circulated which summarises the work undertaken. After a short discussion, Sandy noted the Group were happy to support the recommendations.

**Action – Jo to explore funding options.**

* Definition of Appropriate Adult Working Group
	+ This group had now concluded its work and a draft definition of an Appropriate Adult had been agreed. The report was unavailable for distribution at this meeting but will be circulated for comment by email.
	+ Jo thanked everyone for their participation and noted that it had been a group full of different perspectives and discussion, with a passion to get the definition right.
* AWI Guidance for Appropriate Adults Working Group
	+ This groups is due to meet on 28 October, Jo is currently gathering membership and will report back to the oversight group at the next meeting.
* National Training Programme
	+ Jo advised that work is continuing and there is a meeting with the West Lothian College scheduled later this month. Jan noted she had received agreement from West Lothian College to take their part of the work forward.
* COSLA Governance Board
	+ Jo advised that funding was to be considered at the next leaders meeting and that the recommendation going forward was for funding to remain at current levels.
* Representation and Participation of Practitioners
	+ There has been an overwhelmingly positive response to the engagement so far with an appetite from the practitioners to explore and further develop a national practitioners forum going forward. With two meetings with Appropriate Adults completed so far all of the participants have called for a network. In addition, a short 1 question survey has been issued (8 October) to all practitioners. So far 71 people have responded, of which 67 had indicated that they would be keen to have a forum which fed directly in some way into the Oversight Group. There have also been 19 free text responses to date which will also help to inform any developments
	+ The group were reassured with the responses so far, and that the replies have reflected the feeling that there is an appetite for change. Sandy noted that the Group will need to move on any findings quite quickly when they become available.
* National Care Service Consultation Response
	+ Jo advised that there had been a feeling services should do a collective response to the consultation. However, given the timescales with the consultation closing on 2 November it was agreed that it would be left to individual services to respond on behalf of their organisation highlighting Appropriate Adult services are not mentioned in the consultation.
	+ Sandy urged members to take notice of this consultation in relation to their own organisations as it goes much further than the Feely report.

# **Proposal for Sub-groups**

Quality Assurance

Training, Qualification and Continuous Professional Development

Sandy noted that any sub-groups should have firmly defined remits on what was and was not within their scope in place from the start, to ensure that there was no mission creep and that the groups did not run out of steam.

Sandy asked that any group should look to develop realistic deliverables which tie to the Oversight Group’s priorities and work plan and that these should be agreed by the Group as a whole.

It was agreed that the focus should be on the two areas mentioned but the Quality Assurance sub-group should be a priority. Jane advised that the Care Inspectorate would be happy to be a member of these sub-groups and that early participation on developing the work could only be a good thing.

Jo asked for expressions of interest in joining the group, and for any member to take the lead. Once membership is in place, a work plan will be drawn up and brought back to the Oversight Group.

**Action – Jo to seek membership for new Quality Assurance Sub-Group and develop a work plan for the group.**

# **Member updates**

Care Inspectorate

Jane provided an update on the survey work done to date and Ashley provided a short break down of the number and type of responses received. Jane noted that a first-year report was being developed which would give more details of the outline, approach taken, learning so far and high level messages. She noted that there was still a great deal of work being done to analyse all of the data received from the different surveys completed so far.

Jane also noted that it was apparent there was a great passion from people who responded to the surveys to fairness and upholding justice. It is also becoming clearer from the responses that there is a national inconsistency in the provision of services.

Jane advised that the team has been working closely with Jan Green to develop the user survey.

Sandy thanked the Care Inspectorate team for their work and noted that there are already important messages becoming apparent from the work done so far and that considerations would need to be given on how to make sure that the findings go to the relevant people to ensure their buy in.

SOLD and Police Scotland

Police communication tool

Alice advised there was a positive meeting of the core group representatives on 24 September with a general consensus there should be better mechanisms available to identify people who would need an Appropriate Adult.

Allan advised that he had been part of the party that had toured the Glasgow Custody Suite and Alice noted that Police Scotland were exploring at what point the identification of the need for an Appropriate Adult would be more suitable, either at the initial contact stage, or at the custody suite.

Suzie advised that she was now the Police Scotland contact for Alice and this project and agreed that there was work still to be done before a pilot could be considered. It was agreed that Suzie and Alice would meet off table to continue the discussion and Sandy noted that the Group would be happy to hear any outcomes.

Social Work Scotland

Laura advised the Group that she had nothing further to add at this point to her earlier introduction and update.

# **AOB**

 Evolving Landscape and April 2022 meeting

# Sandy stated that as an oversight group it was important that we evolve and develop our understanding as we look to influence our landscape. He suggested that the Group aim to meet in person on Monday 25 April 2022 at the COSLA Conference Centre for a business meeting and workshop and to plan a future wider engagement event with practitioners in the summer.

The Group was asked to consider the format of the workshop with three short group sessions with a plenary at the end suggested.

Steve suggested that as part of the workshop the Group could consider the impact Covid has had on the provision of Appropriate Adult services. Sandy agreed that it would be important to reflect on this and look at the lessons that can be learned.

Stephen noted he would be willing to help with any of the planning required.

**Action – Jo and Sandy to proceed with the initial planning of an April 2022 workshop**

Allan advised that SOLD were having an event this month and extended an invite to the members of Oversight Group.

Dates of next meeting

The next meeting will be held virtually on Tuesday 11 January 2022 @ 10.30am.

Future Meetings

* Monday 25 April 2022 TBC
* Tuesday 12 July 10.30am – 11.45am
* Tuesday 11 October 10.30am – 11.45am

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