**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)

John Wallace Scottish Government (note taker)

Zak Tuck, Scottish Government

Paul Comley, Care Inspectorate

Stephen Heath, Clarity in Communication

Jenny Paterson, Victim Support Scotland

Franck David, SOLD Network, People First

Alice Squire, SOLD Network, ARC UK

Anil Gupta, COSLA

Apologies:

Jamie Lipton, COPFS

Laura Kerr, Social Work Scotland

Ian Binnie, Care Inspectorate

Ashley Martin, Care Inspectorate

Frances Donohoe, COSLA

Jana de Villiers, Forensic Network

Gillian Faulds, Police Scotland

Alan Speirs, SOLD Network

# **Welcome & Introductions**

Sandy welcomed everyone to the eighth meeting of the Group noting that although it was lightly attended it was important to keep the momentum of the group going.

Apologies were noted.

# **Declarations of Interest**

No conflicts of interest were noted.

# **Note from Previous Meeting**

Sandy noted any amendments on the draft had been included and a final copy has been circulated. There were no outstanding actions.

# **Update from Local Government Advisory Group**

* Governance (paper circulated)
* Development of an Operational Group

Sandy noted the key role of the Local Government Advisory Group is to inform developments being implemented and strengthen the link between the National Oversight Group and strategic and corporate areas of local authorities. He advised there is a need to ensure the correct structures evolve and for people to know where they fit within the structure, with operational and strategic issues being considered in the correct forums.

Sandy explained the governance framework would need to work in a way which doesn’t cause issues and stop contribution. He noted that some leaders were not aware of what is being developed and this is a communication issue the National Oversight Group have a responsibility to overcome and encourage a consistent approach.

Jo provided more information on the newly formed LGAG and the areas of focus for the meetings. There are to be three initial meetings and then we will consider how to continue the link moving forward. One meeting has taken place and an early draft of the governance paper has been circulated. A corrected version, discussed and approved at the LGAG, will be circulated with minutes of this meeting. The next meeting will be to discuss NCS and funding and the third will have a quality assurance focus.

There was a consensus that the oversight group are going in the right direction and will keep this framework under review to keep it relevant.

Speaking specifically about the Operational Group, Sandy noted the membership of the National Oversight Group may require to be reviewed to ensure the correct subject matters were being discussed by the right people at the right forum. Jo noted Fran will chair the group. Invites will go to local authority leads and coordinators and other direct members such as police. Attendees may be agenda dependent with the first meeting likely to be in September.

Sandy stated that this subject should be part of discussion for the meeting in October.

Sandy agreed that Paul’s suggestion of an annual gathering of both operational and oversight group, to mop-up areas of crossover was a good idea.

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

Jo provided a concise update on the work she has undertaken since the last meeting.

* Arranged a meeting with SACRO to discuss their custody navigator role, in which they support people in custody and beyond, to gain understanding on where any crossover with Appropriate Adults may lie.
* A development meeting to provide an overview of the survey responses re. Practitioners Forum and consider format has been arranged for 22 July with Fran leading.
* A meeting to consider evaluation of the National Training Programme is scheduled for the following week. [this has now been postponed and will be rescheduled for August)
* Contributing to a written response by COSLA to the Scottish Government consultation on improving Victims’ experiences of the justice system. The consultation, which closes on 5 August 2022, can be accessed here [Improving victims' experiences of the justice system: consultation](https://consult.gov.scot/justice/victimsconsultation/)
* Commencing work on the Annual report which is due to be published in August/September.
* Also preparing for the review of the guidance –to have this completed by year end.

Jo finished with her regular request for contributions to the newsletter.

# **Member updates**

Care Inspectorate

Paul advised the main focus recently has been the work on the Quality Improvement Framework (QIF), which will be based on the European Foundation for Quality Management (EFQM) Excellence Model, is a self-assessment framework for measuring the strengths and areas for improvement of an organisation across all of its activities. The first draft almost complete and will soon be passed to corporate who will look at methodology and corporate imaging and formatting.

Paul thanked those who have helped support the development of the QIF so far and formally proposed that a short life working group be set up to look at a sampling of indicators from the framework to provide feedback and help develop the overall model.

Sandy was supportive of this approach and noted that he had been involved in something similar for Community Justice Scotland and it helps to make sure things are properly informed and promotes ownership.

**Action - Paul to speak to Jo to set up a short life working group**

Scottish Government

Zak advised that the Scottish Government were focused on updating the Appropriate Adult guidance, – which was developed in 2016 and published 2020. The aim is for this to be a living document and there is a need to ensure that it is up to date and reflects the current landscape. The initial rework is included in the papers, with some initial comments Jo, Fran and Zak.

Zak would like to tap into the expertise of oversight group and asked for contributions and feedback.

**ACTION – comments to Zak Tuck by 5 August.**

Zak advised the group he was looking for all and every idea and will develop the next draft, which will be distributed more widely to Local Authorities, SOLACE and SG colleagues. Input at that point would be by exception with the aim to publish by end of October. Zak suggested that meeting in October could help ratify the final draft before SG publish the document.

Clarity in Communication

Stephen advised that they have recently completed the filming of four scenarios to raise awareness of the Appropriate Adult role and is waiting for Police Scotland to complete post-production including voiceovers as learning points.

# **AOB**

Sandy thanked everyone for their updates and noted that the next meeting would be the event on Monday 10 October 10:00 -15:30 at COSLA Conference Centre. He hoped that as many people as possible can meet in person, although there will be facility for hybrid meeting. The meeting will start with a general business meeting, review of work then facilitated meeting to get to know everyone.

Jo will circulate meeting dates for 2023

Dates of next meeting

The next meeting will be held in person/hybrid on **Monday 10 October 10:00 -15:30 at COSLA Conference Centre, Verity House, 19 Haymarket Yards, Edinburgh EH12 5BH**

Future Meetings

* To be arranged

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