

Aberdeen Adult Protection Committee



Terms of Reference and Governance Arrangements for Aberdeen Adult Protection Committee

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1. Introduction

This document outlines the operating and governance framework within which Aberdeen Adult Support and Protection Committee (APC) will operate. All agencies that work with vulnerable adults have a shared responsibility for providing support and safeguarding their welfare. Inter-agency working is essential to the protection of those adults and no one agency should be seen as solely responsible for the protection of adults who may be at risk of harm. Arrangements are designed to support the valuable partnership work which exists to allow continuous improvement in adult support and protection services across Aberdeen City. The APC is an inter-agency forum which will take the lead to co-ordinate and develop local responses to adult support and protection, including prevention of further harm. A focus on the role, responsibilities, membership and workings of the APC is included.

2. Functions of the Committee

The [Adult Support and Protection \(Scotland\) Act 2007](#), (Section 42) and Scottish Government [Guidance for Adult Protection Committees \(2022\)](#) define the functions of Adult Support and Protection Committees as:

- To keep under review procedures and practices of local agencies in respect of safeguarding adults at risk;
- To give information and advice or make proposals to any public body on the exercise of adult protection functions;
- To make or assist in or encourage the making of arrangements for improving the skills and knowledge of officers or employees of local agencies who have responsibilities related to safeguarding of adults at risk;
- Any other function relating to the safeguarding of adults at risk as Scottish Ministers may by order specify.

The Convener of the Adult Protection Committee must submit and publish a Biennial Report. The Committee will also continue to promote partnership working to provide the best outcomes for people and communities.

The Committee will, as part of its functions, be responsible for:

- (a) Developing, disseminating and reviewing adult support and protection policies, procedures and protocols including inter-agency guidance.
- (b) Overseeing learning and development activities, both multi-agency and single service inputs.
- (c) Developing and maintaining a register of key risks in relation to the adult protection agenda.
- (d) Preparing and delivering against an overarching Strategy and related Improvement Plan containing priorities which will be the main focus of work for the Committee and sub committees / working groups.
- (e) Developing, promoting and being involved in quality assurance activities such as self-evaluation work
- (f) Engaging with service users, (or their representatives), their carers and wider communities in ensuring their views and needs are considered throughout the process of monitoring and improving services.
- (g) Considering learning and agreeing actions proposed in respect of initial and significant case reviews and other learning reviews undertaken both locally and nationally including measuring the impact of such actions.

- (h) Analysing data presented on activity in Aberdeen from reports of harm through to case conference outcomes, to identify areas of concern and inform service provision, including keeping oversight of ASP cases reported in care homes and care at home.
- (i) Ensuring information sharing is effective and transparent, meeting data protection requirements.
- (j) Working to raise the profile of the potential for risk of harm to vulnerable adults and how to respond.

3. Accountability

The organogram at Appendix 1 sets out the reporting lines and relationships between the APC and other committees / groups.

The Aberdeen City Executive Group for Public Protection (ACEGPP) will provide oversight and a line of accountability to the APC. The following will be provided to the ACEGPP:

- Minutes of APC meetings;
- Key data and performance information;;
- Assurance about key risks, and progress on the Improvement Action Plan;
- Biennial Report;
- Learning Review Reports.

The ACEGPP will provide advice and support and act as arbiter between agencies represented on the APC.

The APC will also report to the Aberdeen City Council and NHS Grampian Public Protection Committees, and the IJB and its committees, in accordance with the Terms of Reference of those groups.

4. Membership

Core membership is determined by the Adult Support and Protection (Scotland) Act 2007. Section 38 of the Act allows discretion to appoint other representatives who can bring expertise to the Committee. In Aberdeen, membership includes:

- Independent Convener
- Aberdeen City Council: Chief Social Work Officer (representing also Child Protection); and Aberdeen City Council Housing Department
- Health and Social Care Partnership: Chief Officer, Adult Social Work (representing also MAPPa and Justice Social Work Service)
- *Health Board: NHS Grampian – Adult Public Protection Lead, Acute (ARI) and Mental Health & Learning Disability Services
- *Police Scotland
- *Healthcare Improvement Scotland
- Scottish Ambulance Service
- Scottish Fire & Rescue Service
- GP Clinical Lead
- ACVO
- Advocacy Services

*Members as required by s43(2) of the Adult Support & Protection (Scotland) Act 2007

Other affiliated members may include:

- Care Inspectorate
- Mental Welfare Commission
- Office of the Public Guardian.

Any agency with the right to appoint members to the APC must also appoint substitutes for all or any members, being persons who would be entitled to be appointed to the APC in their own right. A substitute member shall have the same status and powers at a meeting of the APC as the members for whom they substitute.

The Adult Support and Protection Co-ordinator, along with members of the Adult Protection Social Work Team, is not a member of the Committee, but the Co-ordinator and Lead Strategic Officer for Adult Public Protection will be in attendance at meetings to provide support and assistance, having key roles in retaining an overview of all the work being undertaken.

Membership of the APC will be reviewed on an ongoing basis.

Quorum: The Committee will be quorate when the Chair is present with a minimum of four members from different organisations. In practice it is common for APCs to regard themselves as quorate if there is representation from the council, the NHS and Police Scotland.

5. Independent Convener

In accordance with the Section 43 of the 2007 Act the Independent Convener will be appointed by the Council and is accountable to the ACEGPP. The appointment is for an initial period of two years which can be extended by mutual consent at 2 yearly intervals.

Roles and responsibilities include:

- (a) Ensuring the Committee fulfils its statutory functions and strategic objectives as outlined in the Improvement Action Plan.
- (b) Preparing meeting agendas with the Adult Support and Protection strategic lead.
- (c) Running meetings competently.
- (d) Encouraging and facilitating full participation and involvement of all members in discussions and decision-making related to the Committee's functions.
- (e) Making sure relevant matters are discussed with appropriate decisions made and implemented.
- (f) Ensuring policy development and related business documents are produced and adhered to, including work plans for working groups.
- (g) Developing and facilitating Committee links with others nationally and with the Scottish Government.
- (h) Encouraging links with other partnerships within Aberdeen such as Child Protection Committee (CPC); Multi-agency Public Protection Arrangements (MAPPA); Alcohol and Drug Partnership (ADP); and Violence Against Women Partnership.
- (i) Ensuring positive links with Care Inspectorate, Mental Welfare Commission and Healthcare Improvement Scotland.
- (j) Attending and updating the ACEGPP on work of the Committee.

- (k) Attending other meetings as necessary in accordance with local, regional and national public protection agendas.
- (l) Preparing a Biennial Report and ensuring submission to Scottish Government.
- (m) Overseeing resources required to pursue Committee priorities and reporting on utilisation to the ACEGPP.
- (n) Responding to press enquiries and issuing press releases on behalf of the Committee.

The Independent Convener should be in attendance at all Committee meetings but in exceptional circumstances, a Vice Chair can approve decisions on a provisional basis pending the next Committee attended by the Convener. The Independent Convener has no vote and has no responsibility for decisions taken by the Committee.

6. Roles & Responsibilities of Partner Agencies

- (a) Each of the public bodies and office holders must provide the Committee with any information which it may reasonably require for the purposes of performing its functions as detailed under section 2. i.e. internal training & development of staff, agency action plans, reviews of policies, procedures and practices.
- (b) Each statutory service/agency will adopt the Grampian Inter-agency Procedures for Adult Support and Protection, and provide assurance to the Committee that they have implemented these and report on these.
- (c) Each agency represented must have a clearly identified lead officer responsible for Adult Protection with clearly stated lines of accountability. Each representative must have sufficient delegated authority to make decisions on behalf of their agency in relation to adult support and protection work.
- (d) Each member/agency must contribute to: identifying and maintaining oversight of key risks relevant to the support and protection of vulnerable adults in the city, and the work of the related Improvement Action Plan to mitigate these; working group work plans; self-evaluations; statistical returns; Annual and Biennial Reports; improvement actions arising from case/ learning reviews and any other activities agreed as appropriate through Committee discussion. This includes disseminating information through services which members have the lead for, ensuring improvement action/change is taken where requested, by services, and reporting progress back to Committee.
- (e) Each member must participate fully in Committee business.
- (f) Each member must provide feedback to relevant managers and front line staff on the workings of the Committee as requested.
- (g) Each member must comply with data protection legislation.
- (h) All members must work together to facilitate inspection and audit processes and act on agreed recommendations.
- (i) Members must attempt to resolve any inter-agency operational issues highlighted which deter potential partnership working as per the dispute resolution and complaints process in the Grampian Inter-agency Procedures for Adult Support and Protection.
- (j) Each member must provide assurance that appropriate adult support and protection skills and knowledge are being embedded in their organisation.
- (k) Each member will have a formal, named deputy and such deputies will participate in development sessions, training etc.
- (l) Self-evaluation of the Committee will be undertaken on an annual basis.

Dispute Resolution and Complaints

Should any dispute or difference arise, participating agencies must commit to resolving such dispute or difference as quickly as possible to ensure that the main functions of the Committee continue to be undertaken effectively. Disputes or complaints around individual cases or other operational issues will be dealt with and resolved within agencies' normal communication and governance processes.

The [Grampian Multi-agency Escalation Process for Adult Support and Protection](#) sets out a staged process for addressing 'multi agency disagreement', which is most likely to arise around thresholds, roles and responsibilities, the need for action and communication or service provision.

7. Committee Meetings

The Committee will meet bimonthly, on either a face-to-face basis or 'virtually', with dates for the year agreed in advance. The agenda and papers will be circulated at least one week before the meeting. Representatives can request to raise issues on behalf of their service/agency by contacting the Lead Strategic Officer for Adult Public Protection who will then liaise with the Convener. This should be done at least seven working days in advance of the meeting. If necessary, items can be tabled on the day under Any Other Business at the discretion of the Convener.

All meetings will be minuted and following approval will be published, in summary form, on the Aberdeen Protects website. It will be the responsibility of the Lead Strategic Officer for Adult Public Protection to arrange for this. Draft minutes will be sent out within two weeks of Committee meetings. Closed minutes or background papers will not be published, being exempt from disclosure under the Freedom of Information (Scotland) Act 2002 Exemptions 30 (b) and (c), 35 (a) and (b).

The main focus of work will centre on the Committee's Risk Register and Improvement Plan. The Committee's performance will be reported to Scottish Ministers via the Biennial Report and quarterly updates will be provided to the ACEGPP. The Committee will support the independent Convener to prepare the Biennial Report. The Improvement Plan which outlines the work of the Committee for the following two years will also be published with the Biennial Report.

8. Data Protection and management of Information

Partnership organisations have agreed an Information Sharing Protocol which covers the operational sharing of information necessary for each partner to fulfil their duties and responsibilities in relation to Adults at Risk.

Partnership Organisations also have a duty under the Adult Support & Protection (Scotland) Act 2007 to provide the Adult Protection Committee with any information which the Committee may reasonably require for the purposes of performing the Committee's functions, which provides the lawful basis in data protection law for the sharing of personal information by Partnership Organisations with the Adult Protection Committee.

The Adult Protection Committee's functions, as set out in the Adult Support & Protection (Scotland) Act 2007 provide the lawful basis in data protection law for receiving and processing personal information necessary to carry out its functions.

Management of Adult Protection Committee Papers and Information

The Adult Protection Committee minutes along with all subsequent documents will be distributed by email or via Microsoft Teams. Any information distributed prior to or during a Committee meeting which contains personal information will be held within a closed minute. This will include any discussion or sharing of information relating to Learning Reviews.

Distribution of such papers is permitted by email correspondence from a secure email address to a receiving secure email address. If you are unsure the email address is secure, please check with the organisation you are transferring the information to. If the email address is not secure security measures must be put in place. The use of password protected documents is permitted.

Restrictions on the use of Information

There may be times when members will be required to treat discussions, documents or other information relating to the work of the APC in a confidential manner. Information of a private nature which is not yet public, or which perhaps would not be intended to be public, may be shared with members. Members must always respect the confidential nature of such information and comply with the requirement to keep such information private.

It is unacceptable to disclose any information to which members have privileged access, for example derived from a confidential document, either orally or in writing. In the case of other documents and information, members must exercise judgement as to what should or should not be made available to outside bodies or individuals. In any event, such information should never be used for the purposes of personal or financial gain or for political purposes or used in such a way as to bring Aberdeen APC into disrepute.

Freedom of Information Requests

The participating Agencies are each subject to the requirements of Freedom of Information (Scotland) Act 2002. Decisions as to whether the legislation requires the disclosure of any information that they hold rests with each participating Agency. In the event one or more of the participating Agencies, receives a request for information that they hold which relates to the APC, that Agency must notify the APC Lead Officer (the HSCP Lead Strategic Officer Adult Public Protection) immediately. The APC Lead Officer will circulate the request for information to other members of the APC and work with the APC representative(s) of that Agency or Agencies to ensure a coordinated response. The Agency or Agencies that received the request for information will be responsible for releasing, publishing or refusing to disclose any such information that has been requested.

9. Sub Committees / Working Groups

The Committee will operate the following Sub Committees / working groups to address key aspects of the monitoring, learning and development:

- (a) Performance & Quality Assurance Sub Committee, Stakeholder Engagement Sub Committee, and Learning & Development Sub Committee – *Roles: to progress actions as identified in the APC Improvement Plan in order to deliver the Priorities identified in the APC Strategy.*
- (b) Learning Review Sub Committee – *Role: to undertake the role of the ‘APC-mandated / nominated sub group / committee’ as set out in the Grampian APCs Learning Review Procedures, which aligns to the [National Guidance for APCs Undertaking Learning Reviews](#) .*
- (c) Grampian Adult Protection Working Group - *Role: to undertake a co-ordinating role on behalf of the three APCs, in particular in respect of the development and review of the Grampian Policy and of the Grampian ASP Training Programme.*
- (d) Grampian Learning and Development Group – *Role: Acting on behalf of the Grampian APCs, this group is responsible for delivery of the Learning & Development Strategy for Adult Protection.*
- (e) Grampian Financial Harm Sub Group – *Role: to increase awareness of financial harm and to action initiatives to reduce financial harm.*
- (f) Any other Short Life Working Groups as the Committee deems appropriate.

The Terms of Reference of the sub committees / working groups can be found in Appendices 2 to 8 of this document.

Each sub committee / working group must have clear leadership, direction, a clear line of accountability and communication to and from the APC or each Committee if Grampian wide. Each sub committee / working group will have a deputy Chair. The Chair of each working group will provide update reports to APC meetings with a focus on their respective work plan and the APC Risk Register. Minutes will be taken at all sub committees / working groups and tasks will be monitored via agreed work plans.

In addition, the APC will facilitate and promote a Lived Experience Forum of individuals who have experience of the ASP process, to provide input and feedback on an ongoing basis in relation to policy and practice.

10. Review Arrangements

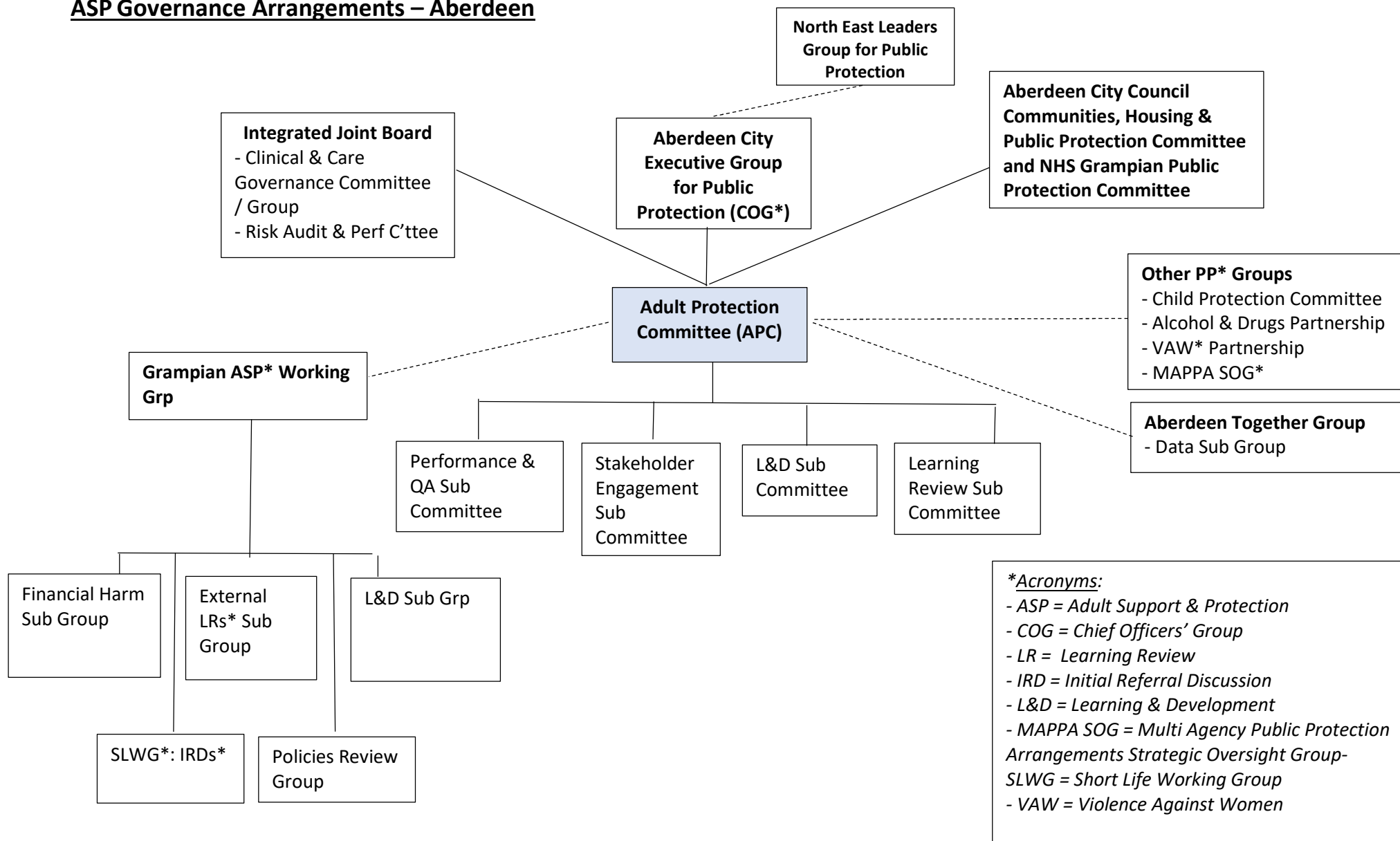
On an ongoing basis, the organisation and function of the Committee and sub committees / working groups will be subject to a self-evaluation exercise, including an audit of membership, attendance and evaluation of effectiveness.

The Terms of Reference will be reviewed in three years, or earlier if requested by the Adult Support and Protection Committee or ACEGPP.

11. Retention of Records

APC records will be retained for a period of five years, in line with national guidance on retention of Adult Protection Committee records. After this period, they will be transferred to Aberdeen City Council’s archive for permanent preservation, consistent with ACC’s broad accountability duty (the Council being the organisation with the primary duty in respect of APC), with appropriate closure periods added to records containing personal, or confidential information

ASP Governance Arrangements – Aberdeen





**ABERDEEN CITY ADULT PROTECTION COMMITTEE
PERFORMANCE AND QUALITY ASSURANCE SUB COMMITTEE
TERMS OF REFERENCE**

1. Governance

The Performance and Quality Assurance Sub Committee is governed by and accountable to the Aberdeen Adult Protection Committee (APC), which in turn is accountable to the Aberdeen City Chief Officers Group (COG).

The Performance and Quality Assurance Sub Committee will adhere to current legislation and any adult support and protection guidance.

2. Purpose and Remit

The purpose and remit of the Performance and Quality Assurance Sub Committee is to progress actions in the APC Improvement Plan in order to achieve the APC's Priority as set out below:

We will develop a robust Data Performance and Quality Assurance Framework, to enable us to:

- i) identify trends, areas for improvement and areas of good practice; and
- ii) establish a process for continuous improvement and ensure learning is embedded into practice.

This will enable us to deliver safe and effective services with improved outcomes for those at risk of harm.

Actions will include:

- produce data and scrutiny reports on behalf of the APC or COG including quarterly, annual or subject-specific data reports;
- ensure APC data reports are compliant with national requirements or other requirements as stipulated by the APC;
- provide multi-agency data analysis on all data reports produced on behalf of the APC or COG including
 - the identification and reporting of trends or gaps, and
 - the provision of an operational narrative to explain patterns in the data;
- monitor and quality assure performance of adult protection practice in Aberdeen City by:

- overseeing the Quality Assurance Framework and any audits commissioned by the APC thereunder;
- requesting and considering other Quality Assurance reports as required;
- conducting multi-agency case file reading exercises and themed audits; and
- holding partner agencies to account.

3. Reporting

The Performance and Quality Assurance Sub Committee will report at each APC meeting.

4. Membership

The members of the Performance and Quality Assurance Sub Committee are appointed by their organisational representative of the APC.

Core membership will consist of:

- Chair (member of APC)
- Vice Chair (Lead Officer to APC)
- Senior representatives from:
 - Adult Protection Social Work Team
 - Police Scotland, Public Protection Unit
 - NHS Grampian/ AHSCP
 - GP Clinical Lead
 - Advocacy Service Aberdeen
- Data and Performance Intelligence professionals:
 - Data & Insights team, APC

Other members may be co-opted for the purpose of particular work.

The Chair will be a standing member of the APC. The role to be taken on a two-year rotational basis across the three statutory partners.

The members will be supported by the APC Lead Officer.

5. Members' responsibilities

The Performance and Quality Assurance Sub Committee will meet 4 times a year, or more regularly if required. Members require to be deputised by an appropriate substitute if unable to attend. Members will also require to attend APC Development Sessions and, where appropriate, other APC events and activities.

Each member must commit to:

- Supporting the delivery of data and scrutiny reports on behalf of the APC or COG by ensuring their agency contributes data timeously for quarterly, annual or subject-specific data reports.;
- Ascertaining and representing their agency's perspective and contributing to multi-agency data analysis on all data reports produced on behalf of the APC or COG;

- Actively supporting the delivery of the Quality Assurance Framework by direct participation or by ensuring their agency representation where appropriate;
- Actively contributing to the delivery of the work within and outwith the Performance & Quality Assurance Sub Committee meetings, in particular the communication and distribution of data reports, audit findings or practice issues as required; and
- Contributing to other quality assurance reports or activities as required.

6. Resources

The Sub Committee will be chaired by a member of the APC with administrative support for the Sub Committee meetings being provided by all members on a rotational basis.

The Sub Committee will have access to the time and expertise of its members.

7. Review

These Terms of Reference will be reviewed on a bi-annual basis or earlier if required.

Date approved by APC	1st December 2021
Date of next review	December 2023



ABERDEEN CITY ADULT PROTECTION COMMITTEE STAKEHOLDER ENGAGEMENT SUB COMMITTEE TERMS OF REFERENCE

1. Governance

The Stakeholder Engagement Sub Committee is governed by and accountable to the Aberdeen Adult Protection Committee (APC), which in turn is accountable to the Aberdeen City Chief Officers Group (COG).

The Stakeholder Engagement Sub Committee will adhere to current legislation and any adult support and protection guidance.

2. Purpose and Remit

The purpose and remit of the Stakeholder Engagement Sub Committee is to progress actions in the APC Improvement Plan in order to achieve the APC's Priority as set out below:

We commit to continue to develop appropriate mechanisms for effective communication:

- i) recognising how diverse our communities are, to ensure the 'voice' of all those we aim to support and protect is at the centre of all we do,
- ii) to raise awareness about ASP, so that staff and public recognise the risks of harm to vulnerable adults and know how to respond, report and connect to appropriate supports, and
- iii) to ensure we understand each other's roles, responsibilities and aims (including via sharing of updates and good practice across all partners' staff groups).

3. Reporting

The Stakeholder Engagement Sub Committee will report at each APC meeting.

4. Membership

Core membership will consist of

- Chair: Chief Executive, ACVO
- Vice Chair - Service Manager, independent advocacy service Development Officer, HSCP
- Quarriers
- Service User reps (via Lived Experience Forum)

- Police Scotland
- NHS Grampian
- Lead Strategic Officer Adult Public Protection, HSCP
- Other/s?

Other members may be co-opted for the purpose of particular work.

5. Members' responsibilities

- The Stakeholder Engagement Sub Committee will meet 4 times a year, or more regularly if required. Members require to be deputised by an appropriate substitute if unable to attend. Members will also require to attend APC Development Sessions and, where appropriate, other APC events and activities.
- To actively take forward the work of the group.

6. Resources

- Administrative support for the Sub Committee meetings to be provided by all members on a rotational basis.
- The Sub Committee will have access to the time and expertise of its members.

7. Review

These Terms of Reference will be reviewed on a bi-annual basis or earlier if required.

Date approved by APC	1st December 2021
Date of next review	December 2023



**ABERDEEN CITY ADULT PROTECTION COMMITTEE
LEARNING & DEVELOPMENT SUB COMMITTEE
TERMS OF REFERENCE**

1. Governance

The Learning & Development Sub Committee is governed by and accountable to the Aberdeen Adult Protection Committee (APC), which in turn is accountable to the Aberdeen City Chief Officers Group (COG).

The Learning & Development Sub Committee will adhere to current legislation and any adult support and protection guidance.

2. Purpose and Remit

The purpose and remit of the Learning & Development Sub Committee is to progress actions in the APC Improvement Plan in order to achieve the APC's Priority as set out below:

We will continuously improve ASP practice, learning and development by reaching all our people, ensuring effective support, preventative measures and protection of adults at risk of harm.

3. Reporting

The Learning & Development Sub Committee will report at each APC meeting.

4. Membership

Core membership will consist of

- Chair: Member of APC
- HSCP
- Police Scotland
- NHS Grampian
- ACVO
- Lead Strategic Officer Adult Public Protection, HSCP
- Other/s?

Other members may be co-opted for the purpose of particular work.

5. Members' responsibilities

- The Learning & Development Sub Committee will meet 4 times a year, or more regularly if required. Members require to be deputised by an appropriate substitute if unable to

attend. Members will also require to attend APC Development Sessions and, where appropriate, other APC events and activities.

- To actively take forward the work of the group.

6. Resources

- Administrative support for the Sub Committee meetings to be provided by all members on a rotational basis.
- The Sub Committee will have access to the time and expertise of its members.

7. Review

These Terms of Reference will be reviewed on a bi-annual basis or earlier if required.

Date approved by APC	1st December 2021
Date of next review	December 2023



**ABERDEEN CITY ADULT PROTECTION COMMITTEE
LEARNING REVIEW SUB COMMITTEE
TERMS OF REFERENCE**

1. Governance

The Learning Review Sub Committee is governed by and accountable to the Aberdeen Adult Protection Committee (APC), which in turn is accountable to the Aberdeen City Chief Officers Group (COG). Notwithstanding, the APC has delegated authority to the Sub Committee to progress matters relating to case reviews, which will be subject to ratification by the APC (and notification to the COG).

The Learning Review Sub Committee will adhere to current legislation and any adult support and protection guidance.

2. Purpose and Remit

The purpose and remit of the Learning Review Sub Committee is to operate as the 'APC-mandated sub group' in accordance with the procedure set out in the [Grampian APC's Learning Review Procedures](#).

3. Reporting

The Learning Review Sub Committee will report at each APC meeting when case reviews are being progressed and in line with the Grampian Policy.

4. Membership.

Membership will include representatives from Social Work, Health, and Police, in line with the Grampian APCs Learning Review procedures. The Chair will be a standing member of the APC. The role to be taken on a two-year rotational basis across the three statutory partners.

The members will be supported by the APC Lead Officer.

5. Members' responsibilities

The Learning Review Sub Committee will meet and undertake its role in accordance with the process set out in the Grampian Serious Case Review Policy.

6. Resources

The Sub Committee will be supported by the APC Lead Officer. Partners will fully support the Lead Officer and the work of the Committee - the Sub Committee will have access to the time and expertise of its members.

7. Review

These Terms of Reference will be reviewed on a bi-annual basis or earlier if required.

Date approved by APC	1st December 2021
Date of next review	December 2023

TERMS OF REFERENCE		
Title of Group: Grampian Adult Protection Group	T of R Date	May 2022
Scope of the Group		
<p>The Grampian Adult Protection Group (herein referred to as the Grampian Group) is a permanent subgroup of the Adult Protection Committees in Aberdeen City, Aberdeenshire and Moray. The role of the Grampian Group is to undertake a co-ordinating role on behalf of these APCs where work identified, is agreed to be a cross Grampian priority. It will also encourage and promote joint working and the sharing of good practice across the multi-disciplinary context. The Grampian Group will provide the opportunity for the identification, and debate, of ASP matters that affect, or are of interest to, each of the APCs.</p> <p>The North East Leaders Group for Public Protection have requested that the Chairs of the three APC's proactively support delivering a collaborative response to Adult Support and Protection across agencies. Therefore, the priorities and work of the Grampian Group will align with the Adult Support and Protection related priorities contained within the North East Leaders Group's workplan.</p> <p>The principle for Grampian collaboration is to keep people, who are vulnerable and at risk, safe from harm.</p> <p>This will be achieved through the Grampian Group:</p> <ul style="list-style-type: none"> • Sharing incremental learning to maximise use of resources and avoid duplication • Using improvement methodologies to support new ways of working • Enabling the workforce to be engaged in change • Building on existing models of good practice • Learning from good practice out with the Grampian partnership • Identifying sustainable changes and solutions • Contributing to core outcome measures • Not adding unnecessarily to reporting 		
Membership of the Group		
<p>Expectations: Members will attend and support the work of the Grampian Group at regular agreed intervals (5 times annually). Where a member is unable to attend, and non-attendance would lead to a partnership organisation not being represented at a meeting, a substitute should be appointed. Representation on the Grampian Group is at the level of those who are able to oversee and/or undertake developmental work.</p> <p>Partnership Organisations: Aberdeen City Health and Social Care Partnership (HSCP), Aberdeenshire HSCP, Moray HSCP, NHS Grampian, Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service, Advocacy Services</p> <p>Chair: Detective Chief Inspector, Police Scotland / NHSG representative on a two-year rotational basis.</p> <p>Group members: Aberdeen City Adult Protection Committee Convenor Aberdeenshire Adult Protection Committee Convenor Moray Adult Protection Committee Convenor ASP Co-ordinator, Aberdeen City HSCP ASP Service Manager, Aberdeen City HSCP</p>		

Team Manager Adult Protection Network, Aberdeenshire HSCP
 Strategic Development Officer (Public Protection), Aberdeenshire HSCP
 ASP Lead, Moray Council
 DI Public Protection Unit, Police Scotland
 PS/PI Partnership Co-ordination Unit, Police Scotland
 Adult Public Protection Lead, NHS Grampian
 Adult Public Protection Advisor, NHS Grampian
 Service Manager – Scottish Ambulance Service
 Group Manager - Scottish Fire and Rescue Service
 Service Manager – Advocacy Services
 Chair of permanent Financial Harm Group
 Chair of permanent Learning & Development Group

Any other person deemed appropriate by the Chair of The Grampian Group e.g. SLWG Chairs.

All future subgroup chairs will be expected to attend the Grampian Group for the duration of the SLWG.

Group details

Accountability: Accountability is to the APCs. Reporting to the APCs is through the provision of reports/minutes and discussion with representatives who attend the respective APC.

The Grampian Group does not have the authority to take decisions on behalf of any of the APCs or constituent members. The APC remains the statutory body in respect of the delivery of ASP functions. The work of the Group is directed by the APCs. The Group may make recommendations to the APCs where a need has been identified for work to be undertaken in respect of adult support and protection.

Should any dispute or difference arise, participating agencies commit to resolving such dispute or difference as quickly as possible. Dispute resolution should follow the process in place of the respective APC.

Administration: Responsibility for chairing the group will alternate between Police Scotland and NHS Grampian for a two-year term aligned to biennial reporting submission period. Administration support will rotate between the three HSCP for a two-year period.

Minutes, including an up to date Action Plan, will be sent to group members within three weeks of meeting.

Subgroups

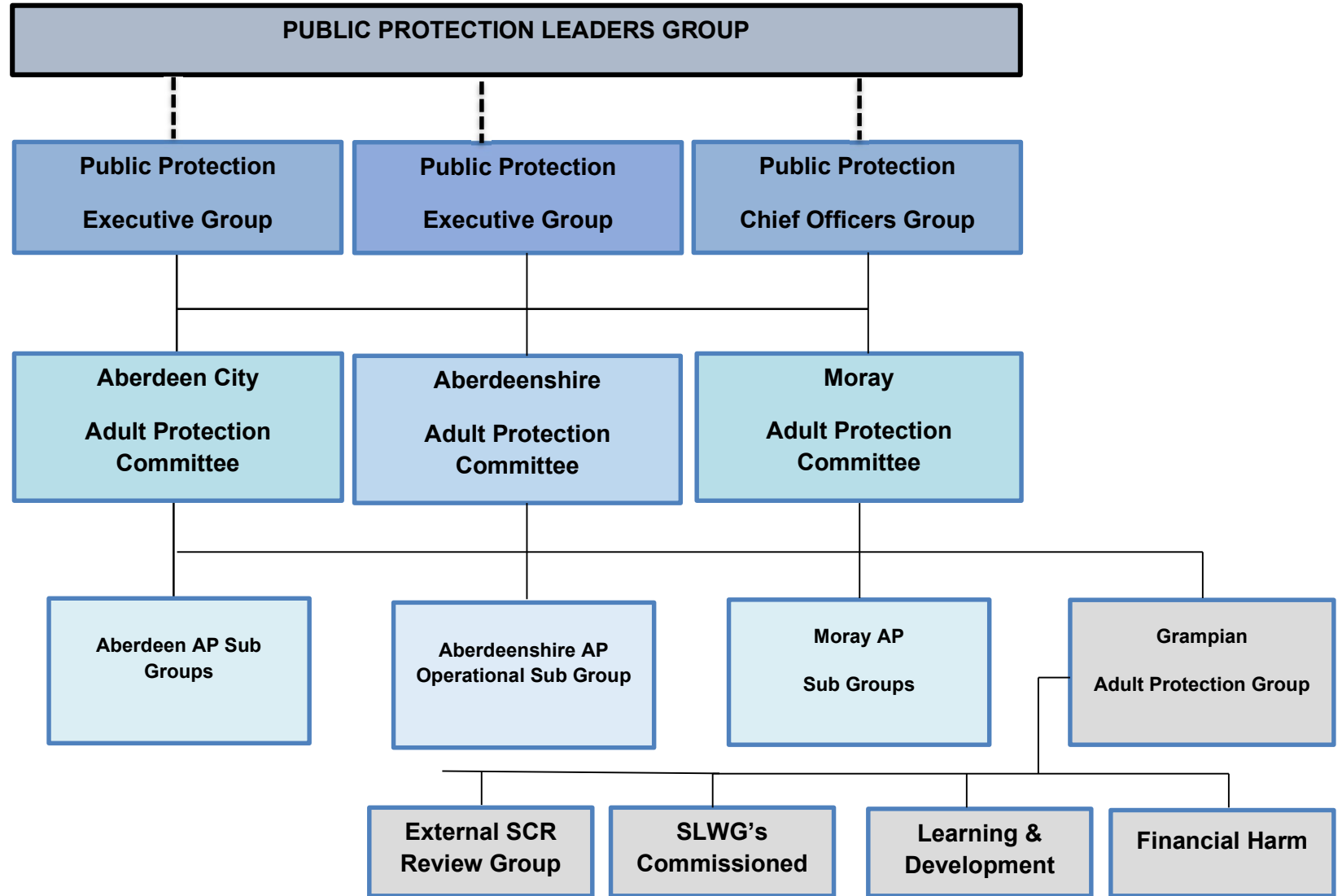
Permanent Sub Groups

The following groups, Financial Harm; External SCR Review and Learning and Development are permanent sub groups of the Grampian Group and these and any other sub groups established will be subjected to annual review.

Short Life Working Groups (SLWG)

When required, SLWG subgroups, aligned to the Grampian Group, will be established to take forward specific work streams.

Grampian Adult Protection Governance Structure 2022/24





ADULT SUPPORT and PROTECTION

LEARNING AND DEVELOPMENT STRATEGY and TERMS OF REFERENCE

January 2023

Review date – January 2024

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- **Code of Practice (July 2022)**
- **Grampian Interagency Procedure for the Support and Protection of Adults at Risk of Harm**
- **Aberdeen City Adult Protection Committee**
- **Aberdeenshire Adult Protection Committee**
- **Moray Adult Support and Protection Committee**

Main Author/s	Grampian Adult Support and Protection – Learning and Development Sub-Group
Date Completed	
Adult Protection Committee Approved	
Effective from	January 2023
Review Date	January 2024
Governance	Reports to Grampian ASP Group which is a permanent subgroup of the Aberdeen City, Aberdeenshire and Moray Adult Protection Committees

Principles

The Grampian Adult Support and Protection Learning and Development Sub-Group seeks to ensure that all activities planned and delivered are based on the following principles.

- Learning and Development content will be tailored to meet the needs of the audience.
- Participants will be treated with dignity and respect, by facilitators and participants alike, recognising the diversity of the workforce and the wider community.
- A wide range of learning and development methods and high quality materials will be employed to meet the learning needs of participants.
- The dignity, safety and quality of life of people who use services will be of paramount importance.
- Learning and Development Facilitators will possess occupational competence and proven training expertise.
- All activity will focus on safe and effective practice and timely responses to Adult Support and Protection matters.
- There will be an organisational wide commitment to evidence based learning and development.
- There is a respect for the unique and different strengths of each agency.
- There is a partnership approach of learning together and sharing innovative and effective working practices.
- All Learning and Development opportunities will be subject to assessment, evaluation and quality assurance.
- Line managers and Learning and Development Facilitators will have a responsibility to help people learn, support development and offer reflective opportunities alongside personal responsibility and commitment by practitioners.
- Commitment to a blended learning approach using both formal and informal methods of learning, delivery styles and methodologies.

- Commitment to responding to national policy and initiatives related to local need; disseminating the latest operational and organisational knowledge and practice to the workforce.

In addition to the stated Learning and Development programme additional requests for training will be responded to promptly and with flexibility of approach.

Aims & Objectives

- To provide a strategic framework, common understanding and collective approach to inter-agency Adult Support and Protection Learning and Development.
- To develop a competent and confident workforce by the provision of inter-agency Adult Support and Protection Learning and Development opportunities. This is to complement existing single agency adult protection training provisions.
- To provide good quality, evidence-based, inter-agency Adult Support and Protection Learning & Development opportunities which are robust, fit for purpose, highly evaluated and regularly quality assured.
- To ensure that all workers have the necessary core competences, key knowledge, skills and values to deliver a consistently high standard of support to adults.

The Learning and Development Charter

This strategy captures the important and interconnected roles of the learner, the line manager, the learning professional and the services they provide. In particular, the key participants' responsibilities are –

Aberdeen City, Aberdeenshire and Moray Adult Protection Committees

- Will own and critically appraise the Learning & Development strategy and delivery plan to ensure they support the overall objectives of the Committee.
- Will maintain an awareness of learning and development initiatives and seek regular reports from the Learning & Development Group on performance and impact.

Line Management (see Learning and Development Framework)

- Will ensure that they and their team play an active role in learning and development and acquire the skills and knowledge required for their role.
- Will use supervision, coaching and mentoring skills to guide the development of their teams. Will work in partnership with Learning & Development professionals to ensure that learning plans and interventions are appropriate and focused on service needs.
- Will support a range of learning opportunities for employees, including support for personal development and career progression.
- Will ensure staff are released for necessary Learning and Development activities and/or ensure staff have access to protecting learning time.

Individual Learners (see Learning and Development Framework)

- Will take personal responsibility for identifying their own development needs and potential development opportunities.
 - Will, where appropriate, undertake learning and development as guided by the Service plans and their line manager.
 - Will seek to ensure, where appropriate, that they have a formal development plan in line with relevant professional codes of practice or local frameworks and policies.
 - Will take part in formal and informal learning and support the development of others.
 - Will have due regard for the sensitivity about any personal information shared during Learning and Development activities in line with legislation and any relevant professional code of practice or local policy.
 - Create a learning environment where fellow learners have the confidence to voice appropriate opinions which will be met with the respect they deserve.
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- **Learning & Development Professionals**
 - Will consult with senior and line managers on L&D priorities.
 - Will consult with practitioners on L&D priorities.
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- Will act as a facilitator of learning, using a range of interventions focused on the need of the learners as opposed to a trainer-centric approach.

- Will research and implement new learning methods and programmes, including the use of technological solutions.
- Will utilise proportionate quality assurance to ensure that learning interventions are appropriate, relevant and contribute to individual and Service performance.
- Will manage external contracts and frameworks, liaising with external professionals on behalf of the Service.
- Where it becomes evident that there is an issue of concern around practice, for example where an 'adult at risk' is not being adequately protected, the Learning and Development Facilitator will reserve the right to discuss these concerns with a manager. Participants will be informed of this at the outset of training.
- Will support larger organisations to train their staff in Adult Support and Protection by providing Train the Trainer training
- Will take account of the recommendations and findings of Learning Review undertaken by the APC's that related to training and development needs across Grampian. Consideration will also be given to learning needs identified in Non-APC learning reviews (AER, DRD etc and inspection reports (Care Inspectorate, Mental Welfare Commission, etc) where ASP practice improvements have been identified.
- Will work in partnership with the Service to design, deliver and evaluate learning and development interventions to meet Service requirements in accordance with the terms of their contractual frameworks.

Grampian ASP Learning and Development Group Terms of Reference

Role and Remit of the Grampian ASP Learning and Development Group

The Grampian Adult Support and Protection Learning and Development Group acting on behalf of the three Adult Protection Committees in Grampian is responsible for ascertaining local training needs, ensuring that appropriate training is provided and taking a strategic overview of inter-agency training to promote effective and efficient practice to support and protect adults who may be at risk of harm.

The Grampian Adult Support and Protection Learning and Development Group will:

- Review and implement a Learning & Development strategy, to ensure that the multi-agency training is developed and updated in line with the requirements of the implementation of the Adult Support and Protection (Scotland) Act 2007.
- Provide a multi-agency training needs analysis including agreed priorities and commissioned activities from the Grampian ASP Group and their other Sub-Groups.
- Maintain awareness of local and national legislative and political changes that may impact upon Adult Support and Protection issues.
- Have in place mechanisms to identify and disseminate lessons from the past and current local and national practice. This is to include the recommendations and findings from Learning Reviews, the findings of Inspections and relevant guidance/research.
- Assist staff to feel appropriately informed and effective, thus improving outcomes for adults who may be at risk of harm across Grampian.
- Link with other national learning and development forums where appropriate.
- In addition to course programmes, additional requests for Learning and Development will be responded to promptly and with flexibility of approach.
- Report regularly to the Grampian ASP Group and the 3 APC's to support the biennial report to Scottish Government.

Governance

- The Grampian Adult Support and Protection Learning and Development Group will report regularly to the Grampian ASP group which is a permanent subgroup of the three Adult Protection Committees. This will include action/improvement plans.
- The quorum for Grampian Adult Support and Protection Learning and Development Group meetings will require representation from each of the partner organisations unless prior consent is given/exists to go ahead.
- The frequency of Grampian Adult Support and Protection Learning and Development Group meetings will be quarterly; and more often as required to fulfil its business.

Membership

Membership of the Grampian Adult Support and Protection Learning and Development Group will comprise of:

- Representative of Aberdeen City Council
- Representative of Aberdeenshire Council
- Representative of the Moray Council
- Partnership Preventions and Interventions Team, Police Scotland (tbc)
- Representative of NHS Grampian
- Representative of Adult Protection fieldwork/practitioner, Aberdeen Health & Social Care Partnership (if requested)
- Representative of Adult Protection fieldwork/practitioner, Aberdeenshire Health and Social Care Partnership (if requested)
- Representative of Adult Protection fieldwork/practitioner, the Moray Health Social Care Partnership (if requested)
- Representative of Strategic Development/Quality Assurance Officer from Aberdeen City, Aberdeenshire and Moray Council (if requested)
- Chair of the Financial Harm Sub-Group
- Any representation from partner organisations who has a particular interest in a topic e.g. Scottish Ambulance Service, Scottish Fire and Rescue Service, Advocacy.

It is incumbent on the statutory partners to ensure that the most appropriate person attends the Group. Where necessary a deputy should be identified if usual representative is unavailable

Expectations of Members

The Grampian Adult Support and Protection Learning and Development Group is responsible for

- managing the identification of learning and development needs
- feeding those into the planning and commissioning of training
- evaluating inter-agency learning and development to ensure it is meeting local needs

If it is to be effective, membership of the Grampian ASP Learning and Development Sub-Group should include people who are able to:

- Act on behalf of their agency in relation to the development of Multi-Agency Learning and Development opportunities.
- Act as the point of reference, communication and dissemination of training information between the Grampian ASP Learning and Development Group and their own agency/service.
- Provide the Grampian ASP Learning and Development Group with an overview of their own agencies/services training requirements, and strategic priorities, in relation to single and multi-agency training.
- To comply with the above requirements Grampian Adult Support and Protection Learning and Development Group representatives should be able to offer consistency and continuity within the membership of the group.

Role of the Chair

The Chair of the Grampian ASP Learning and Development Sub-Group will be appointed by the Grampian ASP Group. The appointment will be for two years. The role of the Chair will be:

- To chair the meetings of the Grampian ASP Learning and Development ASP Sub-Group including to sending of invitations to Group, prepare agenda, prepare related papers, ensure minutes are completed and distributed.
- Attend the Grampian ASP Group or arrange a deputy to attend on behalf of the Sub-Group.
- Attend the Financial Harm Sub-Group; External Learning Review Group and any other Sub-Group directed from the Grampian ASP Group on behalf of the Learning and Development Sub-Group.



Grampian Adult Support & Protection Group Financial Harm Sub-Group

Terms of Reference

The primary role of the Grampian Adult Protection Financial Harm Sub-Group (hereafter referred to as 'the group') will be to ensure the engagement of key stakeholders from across the Grampian region in order to enhance the protection of adults at risk of financial harm. To effectively combat the diverse risk of financial harm there is a need to influence the practice and procedures of public bodies, service organisations and third sector care and support providers.

The group will report to the Grampian Adult Support & Protection Group and will seek representation from key stakeholders across the partnership and third sector organisations.

Objectives/Responsibilities

The group will act to protect adults at risk of financial harm by:

- Creating a network from the public, private and third sector to support the recognition of financial harm and devising proportionate and sustainable solutions.
- Gathering agency data, identifying national trends and using this to inform local prevention/intervention initiatives.
- Compiling and executing awareness raising programmes.
- Determining internal training needs and developing training delivery.
- Raising awareness and provision of support to those who are at risk of financial harm.

Accountability

The group will report to the Grampian Adult Support & Protection Group and the Chair will compile and deliver a report at each Grampian Adult Protection Group meeting, providing an update on progress of the work of the group and any recommendations and/or issues which require advice and/or direction.

The Chairperson

The responsibility of Chair will be held by a representative of one of the key agencies (Local Authority, Police & Health) and will be on a two year rolling basis.

Membership

Membership of the committee will comprise of representatives, who, because of their skill or expertise can contribute to the work of the group. Members should hold a position within their organisation where they can direct organisational resources in order to enhance the work of the group and reduce financial harm within the Grampian region.

The following organisations/individuals are deemed as 'essential representation':

- Aberdeen City Council (Adult Protection Social Work & Trading Standards)
- Aberdeenshire Council (Adult Protection Network & Trading Standards)
- Moray Council (Adult Protection Network & Trading Standards)
- NHS Grampian
- Police Scotland (Partnerships and Interventions & Crime Reductions Unit)
- Chair of the Adult Protection Learning and Development Sub-Group

The following organisations/individuals would be beneficial to the group, but not deemed as 'essential':

- Police Scotland (Cyber-Enabled Crime Team)
- Local Citizen's Advice Bureau
- Local Credit Union
- Aberdeen Council of Voluntary Organisations (ACVO)
- Aberdeenshire Voluntary Action (AVA)
- Third Sector Interface Moray (tsiMORAY)

The group will have power to recruit any other representation which they feel would enhance operational performance, or provide additional opportunities in terms of the reduction of financial harm.

The group will also be supported by organisational Communications Teams/Social Media SPOCs.

Frequency of Meetings

The group will meet on a quarterly basis as a minimum.