

## **DUNDEE CITY COUNCIL**

**REPORT TO:** POLICY AND RESOURCES COMMITTEE - 14TH FEBRUARY 2011

**REPORT ON:** ADULT SUPPORT AND PROTECTION COMMITTEE BIENNIAL REPORT AND BUSINESS PLAN 2010-2011

**REPORT BY:** DIRECTOR OF SOCIAL WORK

**REPORT NO:** 111-2011

### **1.0 PURPOSE OF REPORT**

The purpose of this report is to advise the Policy and Resources Committee; that the Chairman of the Adult Support and Protection Committee (the Committee) has submitted a biennial report for 2010/11; of the progress that has been made towards the objectives and recommendations contained within that report; and that a multi-agency communication event hosted by the Chairman of Committee has been arranged for elected members and other stakeholders for 16th February 2011, in Conference Room 1, City Chambers. Copies of the biennial report have been passed to Group Leaders, Lord Provost and Depute Lord Provost.

### **2.0 RECOMMENDATIONS**

It is recommended that the members of the Policy and Resources Committee:-

- 2.1 Note the Biennial Report of the Committee has been issued by the Chairman of the Committee.
- 2.2 Note the progress that has been made towards meeting the objectives of the Committee Business Plan 2010/11 as outlined in paragraph 4.2 below.
- 2.3 Note that the recommendations of the Chairman contained within the Biennial report will be incorporated into the business plan of the Committee.

### **3.0 FINANCIAL IMPLICATIONS**

The costs of the Committee have been met by additional funding provided by the Scottish Government. Dundee City Council received £219,115 in 2008/09, £438,000 in 2009/10 and received £438,000 in 2010/11 and £438,000 2011/12 from the Scottish Government.

### **4.0 MAIN TEXT**

#### **4.1 Adult Support and Protection Business Plan 2010 - 2011**

- 4.1.1 Professor James Hogg, Convenor of the Committee, prepared the Biennial Report and Business Plan for 2010/11. This report continues to guide the work of the Committee and associated partnerships.
- 4.1.2 The report summarises the progress made since the Committee began; advises what has happened to ensure that protection arrangements are progressing in line with statutory duties, individual needs and public expectations; and makes recommendations for further future actions.

#### **4.2 Progress to date**

#### 4.2.1 Communication

Adult Support and Protection Committees are required to develop, produce and disseminate information to the public about protecting adults in need of support and protection. To this end a Communication Group has been established and has been responsible for:

- Producing and releasing a range of public information leaflets. One of these is a 'Protecting People' booklet that has been produced following consultation with the Committee, local Community Planning Partnerships, the Violence Against Women Partnership, Multi Agency Public Protection Arrangements and the Children and Young Peoples' Protection Committee (CYPPC).
- On 19/11/10 Dundee hosted the second Tayside Multi Agency Adult Protection Conference in the Bonar Hall. The day centred on two major presentations from leaders in adult protection and provided a context for practitioners and policy makers in Tayside to respond to their own work and the development of collaborative practice. The outcomes from this event will inform the work of the three Adult Support and Protection Committees in Tayside and that of various partnerships.
- Adult Support and Protection staff have been involved in publicising the work of the Committee by attending a range of open days and fairs; Dundee City Council's Tenants Fair, Celebrating Age Network East and West, A Scam busters Event led by Environmental Health, A Black and Ethnic Minorities Older People's Event promoted by Bield Housing Association.
- Staff have also contributed to documentation to be disseminated to all council tenants and included in the new tenants' pack regarding 'Protection of Children and Young People and Adults at Risk'. This is also to be incorporated into an issue of the Housing newsletter to go to all tenants.
- The Committee is now linked into the 'Protecting People' Communication Group which has only recently been established. A shared timetable of events has been planned for 2011 and communication regarding 'Protecting People in Dundee' will be done through the regular Chief Officer Group briefing which is circulated to a multi-agency audience.
- The Committee Convenor and staff will deliver a series of events on legislation and the implications to service providers. This will take place early 2011. Similar events are to be held for the voluntary sector.
- Planning has begun with Dundee City Council Education Department to embed adult protection issues in the relevant parts of the primary and secondary school curriculum. This will be co-ordinated with on-going input from child protection and domestic violence.

#### 4.2.2 Learning and Workforce Development

Adult Support and Protection Committees are responsible for promoting, commissioning and assuring the quality and delivery of inter-agency training. To this end:

- A Learning and Workforce Development Group with multi agency representation has been established.
- Extensive training initiatives have been developed in line with the framework developed by the Scottish Government Implementation Group Training Sub Group.
- Basic awareness training is provided to all agencies across the three Tayside areas including police, health, the private and voluntary sectors and local authority staff.
- A DVD and learning event have been developed, produced and piloted and is ready to be rolled out across Tayside.

- Key staff from all agencies are being trained to provide 'protecting people' training and a protecting people forum has been established.
- A programme of practice development, council officer training and requirements in the use of the Act has begun and is being progressed in line with the training framework. The plan is that this will become part of a rolling programme.
- 11 local authority staff members have been funded and supported to study for the post graduate certificate in adult support and protection at the University of Dundee.

#### **4.2.3 Policies, Practice and Procedures**

- Operating procedures for multi agency working have been established and are currently being up-dated.
- The Adult Support and Protection team have been appointed.
- The Tayside Multi-agency Protocol has been up-dated and is ready for circulation.
- Activity information about adults who may be in need of support and protection is being collated and reported to the committee.
- A Multi-agency protocol for the support of employees affected by critical incidents has been developed.
- A Significant Case Review Protocol based is under development.

#### **4.2.4 Self Evaluation**

Professor Hogg, Independent Convenor of the Committee, was commissioned by the Scottish Government to produce a self evaluation tool specifically for adult support and protection. Dundee was one of a number of pilot authorities.

- In July/August of this year 28 case file audits were undertaken. The outcomes of these audits have been fed back to individual practitioners and used to maintain and develop quality standards.
- Case file audit is only one part of adult support and protection self-evaluation and a self-evaluation business plan is under development, which will include audits of case conference and initial referral discussion minutes and setting up of a practice review group to ensure we are continuously improving our practice.

#### **4.2.5 Governance**

- A governance document (covering functions, membership, authority and accountability and collaborative working) has been prepared and accepted by both the committee and the Chief Officer Group.
- The Committee has established four task groups (following the CYPPC model); the Communication Group, the Learning and Workforce Development Group, the Policy, Practice and Procedures Group and the Self-Evaluation Group. Each of these groups will report to the full committee.

#### 4.2.6 Strategic Planning, Communication and Co-operation

- The Convenor of the Committee and the Lead Officer are both members of the Chief Officer Group (Protection).
- Cross Tayside collaboration happens via the Tayside wide Adult Support and Protection Steering group.

#### 4.3 Recommendations for future action

The following recommendations are contained within the Adult Support and Protection Committee Biennial Report.

- **Recommendation 1:** The committee should review the way in which its activities can best be informed by relevant voluntary sector agencies and other non-statutory stakeholders who may be at risk of harm or who represent those at risk of harm. The issue of representation on the committee and relevant Task Groups should be reviewed and an explicit policy developed.
- **Recommendation 2:** A formal process of review of the business and strategy plan should be put in place by the committee ensuring that all areas are considered in the course of one year.
- **Recommendation 3:** A clear policy on the involvement of independent advocates in adult support and protection cases should be developed and the resource implications of implementing the policy determined.
- **Recommendation 4:** An approach to risk assessment should be developed that is consistent with the process elsewhere in the Social Work Department and in partner agencies.
- **Recommendation 5:** A working group should be formed with key NHS Tayside representatives and cross-agency representation of the committee to agree effective ways of ensuring that the committee's work is widely communicated within the NHS and that the committee's work is informed by developments in patient safeguarding within the health service.
- **Recommendation 6:** A comprehensive and integrated description of education and training activity across the principal agencies should be prepared, providing information on course content and trainees' characteristics as well as information on the impact of the training on adult support and protection effectiveness.
- **Recommendation 7:** The committee working the Self-evaluation Task group should continue to develop a comprehensive evaluative strategy that covers key quality indicators relevant to increasing the safety of the adults at risk, outcomes as judged by stakeholders, the effectiveness and efficiency of service delivery, the quality of policy and its development, employee support, and the adequacy of governance and leadership.

These recommendations will be incorporated into the business plan of the Adult Support and Protection Committee.

#### **4.4 Conclusion**

In conclusion, the Convenor of the Committee has a programme of work in place to meet the requirements of the Adult Support and Protection (Scotland) Act 2007. As part of ensuring that we are promoting knowledge and communication about adult support and protection issues, it has been agreed by the Chair of the Committee and the Chief Officers Group that a communication event for elected members and other stakeholders, be hosted by the Chairman of the Committee on the 16th February, 2011.

#### **5.0 POLICY IMPLICATIONS**

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.
- 5.2 An Equality Impact Assessment has been carried out and will be made available on the Council website <http://www.dundee.gov.uk/equanddiv/equimpact/>.

#### **6.0 CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have been consulted in preparation of this report.

#### **7.0 BACKGROUND PAPERS**

Equality Impact Assessment.

Alan G Baird  
**Director of Social Work**

Date: 18th January 2011