



**East Lothian & Midlothian Public Protection Committee**

**Tuesday 12<sup>th</sup> September 2017 at 2pm in Esk Room 1, Brunton Hall**

<b>Attendees:</b>	Anne Neilson Anne Thompson Denice Lilley Leigh Taylor Veronica Campanile Alison Macdonald Julie Watson Joan Tranent Alison White Paul Mulvanny Sharon Robertson Sean Rafferty Davie Ward Neil Whettam Stuart Reid Rona Laskowski Andrew Main	Director of Public Protection, NHS Lothian ( <b>chair</b> ) Public Protection Team Manager, EMPPO Adult Support & Protection Lead Officer, EMPPO Child Protection Lead Officer, EMPPO Interim VAWG Co-ordinator, EMPPO Head of Access & Older People / Chief Nurse, ELHSCP Manager, Women’s Aid East & Midlothian Head of Children’s Services, Midlothian Council Head of Service – Adult & Social Care / CSWO, MHSCP Locality Report Manager (East), SCRA East Lothian Link Inspector, Care Inspectorate Group Service Manager (Protection & Family Support), ELHSCP East Lothian & Midlothian Liaison Officer, SFRS Learning and Development Co-ordinator, EMPPO Detective Inspector, Police Scotland Group Service Manager (Adult Community Services), ELHSCP Senior Business Support Administrator, EMPPO ( <b>minute</b> )
<b>Apologies:</b>	Kevin Anderson Sharon Saunders Fiona Robertson Charlotte Kirk Steve Gourlay Allister Short Linda Connolly Fiona Duncan Lesley Siewert John Peaston Tom Shearer	Head of Customer & Housing Services, Midlothian Council Head of Children & Adult Services, ELHSCP Head of Education, East Lothian Council Consultant Paediatrician, NHS Lothian Group Manager, Scottish Fire and Rescue Service Head of Primary Care & Older People’s Services, MHSCP Midlothian Link Inspector, Care Inspectorate Group Service Manager (Statutory Services) / CSWO, ELHSCP Locality Reporter Manager (Mid), SCRA Detective Chief Inspector, Police Scotland Head of Communities & Partnerships, East Lothian Council

**1. Introductions and apologies**

Anne Neilson opened the meeting by thanking members for attending and inviting introductions. Sharon Robertson was welcomed to her first meeting as the new Link Inspector for East Lothian.

Action	Owner	Due	Update	Status
Anne Thompson to draft an EMPPC complaints protocol.	Anne Thompson	As soon as possible	Please refer to agenda item 10.2.	COMPLETE

<b>Action</b>	<b>Owner</b>	<b>Due</b>	<b>Update</b>	<b>Status</b>
Child Protection Lead Officer to investigate fluctuations in IRD figures further and feedback via the next quarterly report.	Leigh Taylor	17 <sup>th</sup> August 2017 (P&QI meeting)	Please refer to page 8 of the Quarter 1 Lead Officer Observations Report – <i>Number of IRD's.</i>	<b>COMPLETE</b>
Update following Tranent medical practice information sharing meeting.	Denice Lilley	12 <sup>th</sup> September 2017 (EMPPC)	The ASP Lead Officer and Consultant Psychiatrist / ASP Lead met with the Clinical Director on 31/07/17 and agreement that a Significant Adverse Event Report is completed.	<b>COMPLETE</b>
Linda Connolly to provide Anne Neilson with further info re Care Inspectorates plans for ICR / SCR findings.	Linda Connolly	As soon as possible	Please refer to agenda item 2.	<b>COMPLETE</b>
Fiona Duncan to share ECP007 SCR executive summary with Care Inspectorate.	Fiona Duncan	As soon as possible	Report submitted to the Care Inspectorate.	<b>COMPLETE</b>
Denice Lilley to share MCP010 ICR report with Care Inspectorate.	Denice Lilley	As soon as possible	Report submitted to the Care Inspectorate.	<b>COMPLETE</b>
MASP023 LSI report to be submitted for sign off.	Alison White	12 <sup>th</sup> September 2017 (EMPPC)	Please refer to agenda item 8.	<b>COMPLETE</b>
Anne Neilson to share NHS Gender Based Violence National Programme roll-out plan with Veronica Campanile.	Anne Neilson	As soon as possible	-	<b>IN PROGRESS</b>
Anne Neilson, Allister Short and Alison Macdonald to meet to discuss health representation at multi-agency self-evaluations.	Anne Neilson / Allister Short / Alison Macdonald	19 <sup>th</sup> December 2017 (EMPPC)	Meeting date arranged between Anne, Allister and Alison. Update to next EMPPC.	<b>IN PROGRESS</b>
Anne Thompson to prepare Prevent Guidance Note in conjunction with Police Prevent Delivery Unit.	Anne Thompson	As soon as possible	To be distributed to EMPPC members for sign off / comment.	<b>IN PROGRESS</b>
All agencies involved in Inter-agency Referral Discussions to ensure that their recording systems can record when an IRD is in relation to Prevent.	Joan Tranent / Alison White / Sharon Saunders / John Peaston / Anne Neilson	As soon as possible	-	<b>IN PROGRESS</b>

Action	Owner	Due	Update	Status
Scottish Government National Missing Persons Framework for Scotland to be highlighted to care home staff.	Alison Macdonald	As soon as possible	Alison White confirmed that this has been done in Midlothian. Alison Macdonald to follow up in East.	IN PROGRESS
Nominations for the Safe and Together Steering Group to be sent to Neil Whettam.	ALL / Neil Whettam	As soon as possible	-	IN PROGRESS
Education representation at EMPPC / P&QI and other working groups to be discussed with Fiona Robertson / Grace Vickers.	Anne Neilson	As soon as possible	-	IN PROGRESS
Denice Lilley to check the number of duty to inquire within East Lothian in quarter 1.	Denice Lilley	As soon as possible	-	IN PROGRESS
Edinburgh Rape Crisis Centre Annual Report to be considered at East Lothian / Midlothian Joint Management Team meetings.	Alison White / Alison Macdonald	As soon as possible	-	IN PROGRESS
EMPPC Annual Report to be submitted to IJB's, CPP's, Council and NHS Lothian PPAG once signed off at CSOG.	Alison White / Fiona Duncan / Anne Neilson	19 <sup>th</sup> December 2017 (EMPPC)	To be submitted for information once signed off at CSOG on 19/10/17.	IN PROGRESS
<i>EMPPC – East Lothian Council and Midlothian Council Public Protection Induction Policy</i> comments to be submitted by close of play on 29/09/17.	ALL	29 <sup>th</sup> September 2017	Once comments collated and document updated to be discussed by Council Corporate Management Teams.	IN PROGRESS
MASPO24 recommendations and action plan be developed further prior to distribution to EMPPC members for info.	Denice Lilley / Fiona Duncan	As soon as possible	-	IN PROGRESS

## 2. Previous meeting minute and matters arising – 29/06/17

The minute was approved as a true and accurate record of the meeting.

### Care Inspectorate plans for ICR / SCR findings

Sharon Robertson noted the following:

- The Care Inspectorate are currently in discussion with CPC Chairs Scotland (Anne Houston) in relation to developing a standardised format for Initial Case Review reports;
- The Care Inspectorate will undertake thematic work on any child Initial and Significant Case

Reviews received and produce a biennial report with the next report due at the end of 2017. Any adult Initial / Significant Case Reviews received will only be considered on a link inspector basis.

### **3. Meeting reports**

#### East Lothian and Midlothian Critical Services Oversight Group

The last meeting of the East Lothian and Midlothian Critical Services Oversight Group took place on Thursday 20<sup>th</sup> July 2017. Anne Neilson summarised the content of the meeting for the benefit of attendees and the following items were noted:

- EMPPC Financial Year End Position 2016/17 – an updated version of the financial year end position, as agreed by CSOG, was distributed to members for their attention as the position had changed following the last EMPPC meeting due to a number of factors outlined in the paper;
- CSOG signed off the revised Violence Against Women and Girls Services Review Report;
- The CSOG video is now complete and will be uploaded to You Tube in due course.

#### Public Protection Learning and Practice Development sub-group

The last meeting of the Learning and Practice Development sub-group took place on Thursday 6<sup>th</sup> July 2017.

- Safe and Together Model Proposal – a copy of the proposal was distributed to members in advance of today's meeting and attendees were given the opportunity to ask any questions. Anne Neilson asked that Health Visitors and Child Protection Advisors are also trained in line with other neighbouring authority areas and this was agreed. Neil Whettam noted that although no financial commitment is required from the EMPPC it is essential that partner agencies commit to sending staff to the training sessions. There is a need to identify suitable agency representatives (Team Leader / Manager level) to sit on the Safe and Together Steering Group and attendees agreed to forward nominations to Neil. The proposal was signed off by attendees.

#### Performance and Quality Improvement sub-group

The last meeting of the Performance and Quality Improvement sub-group took place on Thursday 17<sup>th</sup> August 2017. Joan Tranent summarised the content of the meeting for the benefit of attendees and the following items were noted:

- Joan Tranent noted that there was a lack of Education representation at the last meeting and that this would need to be addressed. It was also noted that there was no Education rep in attendance today and Anne Neilson agreed to discuss this further with Fiona Robertson and Grace Vickers;
- Response to Sexual Exploitation working group report – the last meeting of this working group took place on Friday 28<sup>th</sup> July 2017 and a report and updated action plan are presented today for consideration. The report proposes that the group is wound up and that any outstanding actions are incorporated into existing action / business plans. Attendees agreed that the group had served its purpose and that sexual exploitation is an integral part of our work and should be represented as such. The actions will continue to be monitored as part of existing exception reporting mechanisms and attendees signed off the recommendations within the report.

## EMPPC – Quarter 1 Lead Officer Observations Report

A copy of the quarter 1 Lead Officer Observations report was distributed to members in advance of the meeting. Anne Thompson and Lead Officers summarised the content of the report for the benefit of attendees. The following comments were noted:

- Adult Support and Protection:
  - Attendees agreed that the number of duty to inquire (219) in East Lothian needs to be checked for accuracy. Denice Lilley will make the necessary enquiries;
  - Attendees noted that given the low number of initial / review adult support and protection case conferences we should not be failing to hold them within procedural timescale due to staffing pressures / chair availability;
- Child Protection:
  - Leigh Taylor highlighted within her report that Interim Safety Plans are not the sole responsibility of social work as they are a multi-agency plan agreed as part of the Inter-agency Referral Discussion (IRD). The *EMPPC – Child Protection Interim Safety Plan Guidance* has been redistributed to relevant team leaders / managers in order to remind agencies of their role and responsibilities;
  - Following a query at the last EMPPC meeting Leigh has undertaken an analysis of the number of IRD's in recent years and this is included within the quarterly report for member's information. Leigh summarised the findings for the benefit of attendees but acknowledged that there does not appear to be any particular explanation for the fluctuations;
  - We are still awaiting data from East Lothian Children's Services in relation to CP04a and CP04b (quarter 1 2017/18) and CP05 (quarter 4 2016/17). Once this is received the performance indicators will be updated accordingly;
- Violence Against Women and Girls:
  - Police Scotland are now providing the data for VAW05 and VAW06 on a quarterly basis although it will be management data and therefore subject to change;
  - Services review outcome – Anne Thompson confirmed that the Violence Against Women and Girls Co-ordinator and MARAC Co-ordinator posts will be established on a permanent basis and are currently with East Lothian Council Human Resources prior to advertisement. A final services review feedback meeting is being held on Friday 29<sup>th</sup> September 2017;
- Offender Management – no comment;
- Learning and Practice Development – no comment.

## Improvement Plan Exception Report

Anne Thompson and Lead Officers summarised the improvement plan exception report for the benefit of attendees. The following comments were noted:

- Public Protection Business Plan:
  - As it is her last EMPPC meeting, Anne has presented the full business plan, which should provide the new manager with all of the relevant background information;
  - Anne summarised her report and all the proposed changes were signed off;
- Adult Support and Protection Improvement Plan:
  - *All practice nurses to attend Level 2 Adult Support and Protection Training* – agreed that this action should change from level 2 to level 1 training;
  - All proposed changes signed off;
- Child Protection Improvement Plan:

- All proposed changes signed off;
- Violence Against Women and Girls:
  - *Scottish Government responding to Forced Marriage Multi-agency Guidelines to be embedded in training and practice / Awareness raising campaign about FGM to be designed and delivered alongside the implementation of the pan Lothian FGM guidance – attendees agreed that these actions should be reviewed in March 2018 rather than June 2018;*
  - All proposed changes signed off.

#### 4. Updates

##### Child Protection

RESTRICTED

##### Adult Support and Protection

- A Joint Thematic Inspection of Adult Support and Protection in the Midlothian Partnership Area is scheduled to commence on Monday 27<sup>th</sup> November 2017.

##### Violence Against Women and Girls

- Edinburgh Rape Crisis Centre Annual Report – for information only. Attendees agreed that this paper should be submitted to the East Lothian and Midlothian joint management team meetings for consideration, especially in relation to funding and capacity;
- Safe Lives: East Lothian and Midlothian MARAC Observation Report – for information only.

##### Offender Management / MAPPA

- No update.

##### Drugs and Alcohol

RESTRICTED

##### Prevent update

RESTRICTED

#### 5. EMPPC Annual Report 2016/2017

A copy of the draft EMPPC Annual Report 2016/17 was distributed to members in advance of the meeting for their consideration. Any final comments on the report should be submitted to Anne Thompson by close of play on Tuesday 19<sup>th</sup> September 2017. The report will then be submitted to CSOG on Thursday 19<sup>th</sup> October 2017 for final sign off. Anne Neilson noted that once the report is signed off at CSOG it should be presented to the Integrated Joint Boards, Community Planning

Partnerships, Council meetings and NHS Lothian Public Protection Action Group.

## 6. Council Public Protection Induction Policy

A copy of the draft *EMPPC – East Lothian Council and Midlothian Council Public Protection Induction Policy* was distributed to members in advance of the meeting for their consideration. Anne Neilson requested that any comments are submitted to Anne Thompson by close of play on Friday 29<sup>th</sup> September 2017. If the changes are limited then the document will be taken as signed off and will be discussed further by the two Council's Corporate Management Teams.

Anne Thompson and Veronica Campanile noted that the intention is to roll out the induction policy alongside the revised gender based violence workplace policy. Attendees agreed that both policies would benefit from being presented in their respective Council formats.

## 7. Re-provision of forensic suite

As a result of the fire at the old Royal Victoria Hospital in Edinburgh there is no longer a forensic suite available in Edinburgh and the facilities at the Civic Centre in Livingston are currently being used. A steering group has been established to discuss potential sites / options and discussion is ongoing with the Scottish Government in relation to capital funding for a pilot project for both children and adults who have been sexually assaulted. A proposal paper is being developed which will be shared with relevant Heads of Service / Chief Social Work Officers in due course. Anne Neilson noted that East Lothian and Midlothian representatives need to be identified to sit on the steering group.

## 8. Initial / Significant Case Reviews

RESTRICTED

## 9. For information

Scottish Government Adult Support and Protection Update

For information only.

## 10. Documents for sign off

EMPPC – Vision, values and aims

Attendees signed off the updated *EMPPC – Vision, values and aims*.

EMPPC – Compliments and Complaints Protocol

Attendees signed off the *EMPPC – Compliments and Complaints Protocol*.

Leaflet – What is Adult Support and Protection?

This leaflet is currently with agency communications teams for comment. Pending feedback from communications attendees signed off the leaflet.

Leaflet – Child sexual exploitation awareness for licensed premises

This leaflet is currently with agency communications teams for comment. Pending feedback from communications attendees signed off the leaflet.

Leaflet – Child sexual exploitation awareness for parents

This leaflet is currently with agency communications teams for comment. Pending feedback from communications attendees signed off the leaflet.

EMPPC – Domestic Abuse Referral Pathway following a Police incident

Attendees signed off the *EMPPC – Domestic Abuse Referral Pathway following a Police incident*.

EMPPC – Violence Against Women and Girls Delivery Group Terms of Reference

Attendees signed off the *EMPPC – Violence Against Women and Girls Delivery Group Terms of Reference*.

EMPPC – Terms of Reference

An updated version of the *EMPPC – Terms of Reference* was distributed to EMPPC members on Thursday 27<sup>th</sup> July 2017 for comment. A number of small amendments were received and incorporated.

**11. Any other competent business**

Anne Thompson

Anne Neilson advised that this would be Anne Thompson's last EMPPC meeting as she would be retiring in December 2017. Attendees took the opportunity to formally thank Anne for all of her work as Public Protection Team Manager and acknowledged her contribution to the set up and creation of the Public Protection Office and Committee. Anne Neilson thanked Anne on behalf of the Committee and Chief Officers. There will be a wine and cheese gathering on Friday 1<sup>st</sup> December 2017 to bid Anne farewell from 4pm – 6pm in Esk Rooms 1 and 2, Brunton Hall. All members are welcome to come along and donations of food / drink would be appreciated.

**Next meeting**      **Tuesday 19<sup>th</sup> December 2017 at 2pm-5pm in Esk Room 1, Brunton Hall**