



East Lothian and Midlothian Public Protection Committee

Tuesday 27th March 2018 at 2pm in Esk Room 2, Brunton Hall

Attendees:	Anne Neilson Veronica Campanile Julie Watson Joan Tranent Fiona Robertson Fiona Duncan Charlotte Kirk Denice Lilley Leigh Taylor Neil Whettam Andrew Sheridan Alison Macdonald David Ward Matt Paden Sean Byrne Margaret Brewer Paul Mulvanny Jeanette McDiarmid Lindsay Logie Andrew Main Bernadette Stein	Director of Public Protection, NHS Lothian (chair) VAWG Co-ordinator, EMPPO Chief Executive Officer, Women’s Aid East & Midlothian Head of Children’s Services, Midlothian Council Head of Education, East Lothian Council Group Service Manager (Statutory Services) / CSWO, ELHSCP Lead Paediatrician (East Lothian & Midlothian), NHS Lothian Adult Support & Protection Lead Officer, EMPPO Child Protection Lead Officer, EMPPO Learning and Development Co-ordinator, EMPPO Schools Group Manager (ASN), Education, Midlothian Council Head of Access & Older People / Chief Nurse, ELHSCP Station Manager, Scottish Fire and Rescue Service DCI, Public Protection Unit, Police Scotland Public Protection Team Manager, EMPPO Service Manager, Statutory Services (Criminal Justice), MHSCP Locality Reporter Manager, SCRA Independent Chair, West Lothian Public Protection Committee Lead Paediatrician for Child Protection, NHS Lothian Senior Business Support Administrator, EMPPO (minute) Business Support Administrator, EMPPO (minute)
Apologies:	Kevin Anderson Carolyn Wyllie Sharon Saunders Alison White David Girrity Lesley Siewert Douglas Proudfoot Morag Barrow Lynne Binnie Grace Vickers	Head of Customer & Housing Services, Midlothian Council Service Manager (Assessment and Support Planning), ELHSCP Head of Children & Adult Services, ELHSCP Head of Service – Adult & Social Care / CSWO, MHSCP Group Manager, Scottish Fire and Rescue Service Locality Reporter Manager (Mid), SCRA Head of Service (Development), East Lothian Council Head of Primary Care & Older People’s Services, ELHSCP Principal Educational Psychologist, Education, ELC Head of Education, Midlothian Council

1. Introductions and apologies

Anne Neilson opened the meeting by thanking members for attending and inviting introductions. Matt Paden and Sean Byrne were welcomed to their first meeting. Anne Neilson introduced Jeanette McDiarmid (Independent Chair of West Lothian Public Protection Committee) to members and noted that she is attending today’s meeting as an observer.

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Action	Owner	Due	Update	Status
Anne Neilson, Allister Short and Alison Macdonald to meet to discuss health representation at multi-agency self-evaluations.	Anne Neilson / Alison Macdonald	27/03/18 (EMPPC)	Anne noted that health reps have agreed to identify relevant staff on a case by case basis dependent on the type of evaluation.	COMPLETE
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	27/03/18 (EMPPC)	Attendees agreed that because Prevent cases can be recorded on the e-IRD system this would suffice.	COMPLETE
Scottish Government National Missing Persons Framework for Scotland to be highlighted to care home staff.	Alison Macdonald	27/03/18 (EMPPC)	Alison White and Alison Macdonald confirmed that this has been done.	COMPLETE
[RESTRICTED]				
[RESTRICTED]				
Commercial Sexual Exploitation covering letter / briefing paper to be distributed to members for info.	Veronica Campanile	20 th April 2018	To be distributed to members in advance of wider distribution.	IN PROGRESS
Nominations for vice chair of the Learning and Practice Development sub-group to be submitted to Anne Neilson.	ALL	Friday 6 th April 2018	-	IN PROGRESS
Leigh Taylor to undertake some further analysis of CP05 and include within Quarter 4 report.	Leigh Taylor	29 th May 2018 (P&QI)	Reasons for delay / number of days outwith timescale etc.	IN PROGRESS
Fiona Robertson to raise Education representation at Public Protection meetings with Depute Chief Executive.	Fiona Robertson	4 th May 2018	-	IN PROGRESS
Further detail and context in relation to the Caledonian Project to be included in the Quarter 4 report.	Margaret Brewer / Fiona Duncan	29 th May 2018 (P&QI)	-	IN PROGRESS

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Action	Owner	Due	Update	Status
Child Protection multi-agency case file audit health rep details to be sent to Leigh Taylor.	Anne Neilson / Alison Macdonald	27 th April 2018	-	IN PROGRESS
Denice Lilley to update her <i>ASP Referrals</i> report for submission to CSOG.	Denice Lilley	24 th July 2018 (CSOG)	-	IN PROGRESS
Matt Paden and Veronica Campanile to develop Sexual Abuse Services funding business case.	Matt Paden / Veronica Campanile	26 th June 2018 (EMPPC)	-	IN PROGRESS
National missing persons framework mapping exercise to be undertaken.	Sean Byrne / Leigh Taylor	26 th June 2018 (EMPPC)	-	IN PROGRESS
East Lothian & Midlothian position statement with reference to the Newcastle Joint Serious Case Review to be collated and presented.	Leigh Taylor	26 th June 2018 (EMPPC)	Relevant actions to be incorporated into improvement plans.	IN PROGRESS
EASPO20 – a meeting with key personnel should be arranged to share the findings of the final report. Executive summary to be produced. All papers to go to CSOG for sign off.	Lindsay Logie / Denice Lilley	24 th April 2018 (CSOG)	-	IN PROGRESS
Denice Lilley to form small group to consider Fife APC SCR recommendations.	Denice Lilley	26 th June 2018 (EMPPC)	-	IN PROGRESS

2. Previous meeting minute and matters arising – 19/12/17

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

Commercial Sexual Exploitation Position Statement

Veronica Campanile confirmed that a covering letter has now been prepared on behalf of the Chief Executives to accompany the briefing paper. We are now awaiting the Integrated Impact Assessment to be completed by Lesley Crozier to allow distribution. Anne Neilson asked that the covering letter and briefing paper are distributed to EMPPC members for their information prior to the wider distribution.

Virtual Significant Case Review sub-group update

Lead Officers confirmed that the *EMPPC – Significant Case Review Protocol* already details membership and purpose of the 'Virtual Significant Case Review sub-group' so there is no need for an

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additional document. Members agreed that in the event of multiple chairs being proposed the EMPPC Chair will discuss further with relevant Heads of Service to agree the most appropriate chair.

EMPPC Vice Chair

Anne Neilson formally thanked John Peaston for his support as the previous vice chair of the EMPPC. As per the Adult Support and Protection Act it is necessary for the Committee chair to be independent of the local authority and as such Matt Paden (DCI, Police Scotland) was proposed and approved as the new vice chair of the East Lothian and Midlothian Public Protection Committee.

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 25th January 2018. Anne Neilson summarised the content of the meeting for the benefit of attendees and the following was noted:

- Angela Leitch was accompanied at the meeting by Karen Reid (Chief Executive, Care Inspectorate).
- [RESTRICTED].

Public Protection Learning and Practice Development sub-group

The last meeting of the Learning and Practice Development sub-group took place on Friday 2nd February 2018. Margaret Brewer summarised the content of the meeting for the benefit of attendees and the following items were noted:

- 7 minute briefing – the concept of 7 minute briefings was shared with members and has now been piloted successfully in Midlothian Council. A number of agency leads were identified to pilot the briefings with feedback at the next sub-group.
- Chair / Vice Chair / Quorum – Alison White has intimated that she would be happy to continue chairing the sub-group. No members were otherwise minded and Alison White was approved to continue as chair. Any nominations for vice chair should be submitted to Anne Neilson by close of play on Friday 6th April 2018. In order for sub-group meetings to be quorate all core agencies must attend. [RESTRICTED]
- Safe and Together update – the training stage is now complete and the implementation group established and due to meet for a second time on Wednesday 4th April 2018. Lesley Watson and Diane French have agreed to co-chair this group. Agencies are currently mapping the implementation process and establishing champion groups.

Performance and Quality Improvement sub-group

The last meeting of the Performance and Quality Improvement sub-group took place on Tuesday 27th February 2018. Joan Tranent summarised the content of the meeting for the benefit of attendees and the following items were noted:

- Access to the e-IRD system is now available. It is anticipated e-IRD will be implemented in full on Monday 23rd April 2018.
- All improvement plans have now been migrated to the new format, which aligns them with the

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Public Protection Business Plan. These were discussed in full at the meeting and exceptions are included within the quarter 3 report.

- New Performance Indicators – Joan Tranent noted that the new set of Performance Indicators represents a further refinement on the originals. The indicators are due to go live from 1st April 2018 and are presented today for sign off. Denice Lilley noted that the Performance and Quality Improvement sub-group have now agreed to change all Adult Support and Protection timescales from working days to calendar days. Members agreed the new Performance Indicators.
- Vice Chair / quorum – Joan Tranent noted her thanks to Sharon Saunders for all her hard work as chair and latterly vice chair of the sub-group. Charlotte Kirk was proposed and approved as the new vice chair of the sub-group. [RESTRICTED]

EMPPC – Quarter 3 Lead Officer Observations report

A copy of the quarter 3 Lead Officer Observations report was distributed to members in advance of the meeting. The following comments were noted:

- Adult Support and Protection:
 - Fiona Duncan has recently met with senior managers in East Lothian to discuss the number of Council Officers. A working group has subsequently been established to review this and a report will be provided to the Committee in due course.
- Child Protection:
 - The recent increase in the number of children on the East Lothian Child Protection Register was noted and Leigh Taylor reassured members that this continues to be monitored closely. Subsequently the decrease in Midlothian was also noted and Joan Tranent informed members that this is mostly due to the appropriate use of alternative meeting structures.
 - *CP05 – Percentage of Child Protection Initial and Pre-birth Case Conferences held within agreed timescales* – initial and pre-birth case conference timescales continue to be monitored closely. Leigh agreed to undertake some further analysis of CP05 and include in the quarter 4 Lead Officer Observations report.
 - *CP08 – Percentage of cases going to Initial Child Protection Case Conference where the interim safety plan meets the standards required as per the Child Protection Interim Safety Plan Guidance* – Leigh noted that she still does not think that this indicator is truly reflective but hopes that the new performance indicators will provide a clearer picture.
 - [RESTRICTED].
 - [RESTRICTED].
- Violence Against Women and Girls:
 - *VAW09 – Number of victims referred to MARAC* – Numbers are a little low but work is ongoing to encourage other services to submit referrals.
 - *VAW12* – [RESTRICTED]
- Offender Management – an updated hard copy of the Offender Management content was distributed to attendees:
 - [RESTRICTED]
- Learning and Development – no comment.

4. Updates

Child Protection

- Multi-agency Chronologies Evaluation reports – Leigh Taylor summarised the attached evaluation reports for the benefit of attendees. Following this initial evaluation Leigh is proposing that a wider multi-agency case file audit is now undertaken. Leigh is in the process of identifying suitable agency reps to assist with the case file audit but still requires health reps. Alison Macdonald and Anne Neilson agreed to identify reps and send details to Leigh Taylor.
- Revised model for joint inspection – the attached information was distribution for information.
- Minimum dataset for Child Protection Committees – the Care Inspectorate are due to release their draft data set in the near future. Committee members will get the opportunity to comment.
- Care Inspectorate feedback letter re ECP007 Significant Case Review – general feedback has now been received and East Lothian will discuss further with their link inspector. Anne Neilson confirmed the letter will be shared with CSOG.

Adult Support and Protection

- [RESTRICTED].
- Adult Support and Protection Referrals to East Lothian / Midlothian Health and Social Care Partnerships report – this paper was submitted to the last CSOG meeting, who requested that it be considered by the EMPPC and a preferred option identified. Denice Lilley summarised the content of the report for attendees and noted that she recommends option 2 in the short term with option 4 being the preference on a longer term basis. The following comments were noted:
 - Margaret Brewer asked that Team Leaders be involved in the development of any new screening processes.
 - Anne Neilson noted that option 4 has been previously discussed and considered not viable at that point in time.
 - Fiona Duncan felt that option 4 is clearly the best option from the service users point of view. Sean Byrne urged members to revisit option 4 as it is clearly the ‘gold standard’ option. Attendees agreed that the model should be revisited and potentially revised.
 - EMPPC members supported the more immediate implementation of option 2 and asked that Denice Lilley develop the process in conjunction with Team Leaders. An update will now be provided to the July CSOG meeting.
- Duty of candour for Health Boards and Social Services – the duty of candour provisions within the Health (Tobacco, Nicotine etc. and Care) (Scotland) Bill were implemented on 1st April 2018.
- Feedback from Midlothian Adult Support and Protection Thematic Inspection – Denice Lilley noted that the draft report has now been received and provided attendees with the following feedback:
 - The adults and carer whom inspectors met, were very largely positive about their experience and felt safer as a result.
 - A good set of adult support and protection procedures and processes which were well understood in the main.

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- IRD process worked well.
- The Concern Hub does not currently review / re-assess front line officers' concern reports prior to passing to social work. This has implications for the volume and appropriateness of concern reports received by social work. The partnership should review this.
- Large Scale Investigation arrangements work well.
- Governance arrangements are well developed, appear sound and the various groupings.
- National Adult Support and Protection Conference on 20th February 2018 – Denice provided attendees with the common themes from the thematic inspection, which were delivered on the day by the Care Inspectorate. A further feedback date will be arranged for all partnerships involved in the thematic inspection.

Violence Against Women and Girls

- East Lothian and Midlothian Sexual Abuse Services funding report – Veronica Campanile has now resolved the East Lothian and Midlothian funding position for 2018/19. The concern is that funding is only awarded on a yearly basis for both services. The Committee acknowledged there is a rising need for this specialist service, which also links with the work being carried out by the National Task Force. The proposal put forward was to look at permanent funding going forward for 2019/20. Matt Paden and Veronica Campanile will meet to develop a business case.
- Violence Against Women and Girls Delivery Group Vice Chair – the previous vice chair was Anne Thompson. Veronica advised that Helen Smart (Senior Health Promotion Specialist, NHS Lothian) has indicated she would be happy to take over. Helen Smart was approved as the new vice chair.

Offender Management / MAPPA

- EMPPC – Offender Management Group Terms of Reference – attendees agreed the updated Terms of Reference.
- ViSOR vetting:
 - Midlothian – [RESTRICTED]
 - East Lothian – [RESTRICTED]
- MAPPA Level 1 – Minimum Practice Standards – East Lothian and Midlothian are already meeting current practice standards.

Drugs and Alcohol

[RESTRICTED]

Prevent update

No update.

5. National missing persons framework / return interviews

Denice Lilley informed the group that she had attended the training delivered by Missing People. This is a very person centred training but does not give any direction on who should be interviewing and timescales for adults. It would be up to each Local Authority to develop their own protocols. Missing People will also be delivering Train the Trainers events. Following discussion, it was agreed that a mapping exercise should be undertaken to bring together information on existing protocols. Sean Byrne and Leigh Taylor will take this forward. Denice agreed to send out the National Missing Persons Framework for Scotland.

6. Newcastle Joint Serious Case Review (Sexual Exploitation)

Leigh Taylor had looked at the relevant recommendations from a child protection perspective and fed back her comments. Attendees agreed that a position statement in relation to the themes within the report should be prepared and any relevant actions incorporated into improvement plans. Draft report to be submitted to the next Committee meeting.

7. Initial / Significant Case Reviews / Large Scale Investigations

[RESTRICTED]

8. For information

Nothing to report.

9. Documents for sign off

EMPPC – Violence Against Women and Girls Delivery sub-group Terms of Reference

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

EMPPC – Practitioners Guidance on Financial Harm

Attendees signed off the *EMPPC – Practitioners Guidance on Financial Harm*.

EMPPC – Inter-agency Vulnerable Young Person’s Protocol

Attendees signed off the *EMPPC – Inter-agency Vulnerable Young Person’s Protocol*.

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10. Any other competent business

Jeanette McDiarmid (Independent Chair, West Lothian Public Protection Committee) thanked the group for allowing her to observe proceedings and said that she had found it very useful.

Next meeting Tuesday 26th June 2018 at 2pm-5pm in Esk Room 2, Brunton Hall