

Security classification:	<b>Not Protectively Marked</b>
Contents may be seen by:	<b>General Public</b>
Author: DS Hughes	Organisation: Lothian and Borders Police
Date created: 15/07/2009	Telephone: <b>0131-311-3793</b>



## **Edinburgh, Lothian and Borders Executive Group Minute of Meeting**

**Date:** Friday 22 May 2009  
**Location:** Conference Room, Lothian and Borders Police Headquarters  
**Chair:** Mr David Hume, Chief Executive, Scottish Borders Council

### **Members present:**

Mr Trevor Muir	Chief Executive, Midlothian Council
Mr Ian Quigley	Senior Manager, Learning Disability and Health, West Lothian Council
Dr Sue Ross	Executive Director, Community Services, East Lothian Council
Mr John Glennie	Chief Executive, NHS Borders
Ms Melanie Hornett	Director of Nursing, NHS Lothian
Mr David Strang	Chief Constable, Lothian and Borders Police
Ms Lesley Boal	Detective Superintendent, Lothian and Borders Police
Mrs Linda Hughes	Detective Sergeant, Lothian and Borders Police

### **Apologies:**

Mr Linkston	Chief Executive, West Lothian Council
Mr Blackie	Chief Executive, East Lothian Council
Professor Barbour	Chief Executive, NHS Lothian

### **1. Welcome**

Mr Hume welcomed members and extended a special welcome to Ms Melanie Hornett who was representing Professor Barbour, Dr Sue Ross who was representing Mr Blackie and Mr Quigley who was representing Mr Linkston.

2. **Apologies**

Apologies were received from Professor Barbour, Mr Linkston and Mr Blackie.

3. **Minute of Previous Meeting**

Mr Hume asked members if they were satisfied the previous minute was a true reflection of the meeting.

Dr Ross advised that amendment was required to page 4, paragraph 3, where the words Mr David Cameron should be amended to read Mr Don Ledingham, East Lothian Council. With this exception the minute of the previous meeting was agreed.

Mr Muir wished to inform members that Mr Tom Wood has recently been appointed Chair of East and Midlothian Adult Protection Committees.

4. **Actions arising from previous meeting**

Mr Hume noted there were several actions from the previous meeting.

**ELBEG Annual Report 'Logo' – Action 62**

Ms Boal circulated several examples of the proposed ELBEG logo for the Annual Report to members present. A general discussion followed and a logo was then agreed similar to the already established CPO logo. ELBCPO will ensure that the agreed logo is incorporated into ELBEG Annual Report.

**ELBEG Conference Speaker – Action 63**

Ms Boal intimated that contact had been made with Sir Michael Bichard, however he was not available on 27 November 2009, the proposed date for the ELBEG conference, however, his PA had intimated his availability on 4 December 2009. It was agreed by members to change the proposed date to 4 December 2009 to accommodate Sir Michael Bichard as the Keynote Speaker. There followed a general discussion in relation to the proposed theme of the conference. It was agreed that Information Sharing would be the main theme encompassing Child Protection, Adults at Risk and MAPPA. The Conference Planning Team would identify appropriate additional speakers and consider a representative Scottish Government.

**ELBEG Adult Protection Advisory Group – Action 64**

Ms Boal advised that the ELBEG Advisory Group meeting of 25 April 2009, raised an action for Mr Douglas Watson, Strategic Development Officer to inform all Adult Protection Committees to start quantifying how money is being spent by each local authority in relation to the implementation of the ASP Act. The Scottish Government has requested a survey to be conducted by four council authorities, namely, Argyll and Bute, Falkirk, Dundee and North Lanarkshire for a detail of the actual spend.

**Outstanding Actions**

4.1. **Case Conferences- Response to Chair's letter – Action 60**

In relation to Lesley Fraser's response to this letter, there was a general discussion to consider the provision of interim guidance whilst the national review of Child Protection Case Conferences was ongoing, which could be in the region of 18 months. Ms Boal intimated that Adrian Lawrie, Child Protection Officer, had now formed a small working group to consider an interim resolution between each local authority in the ELBEG area, and this work was presently underway.

#### 4.2 Critical Incident Review – Borders – Ms S update – Action 65

Mr Hume provided members with a verbal update of the report by Douglas Watson regarding the Ms S case. This report indicated that there were other issues being considered in relation to this enquiry which could influence the need to consider the requirement for a full significant case review. All members agreed to await a further report from Douglas Watson from the future findings of this of this enquiry.

### **5. Child Protection**

Ms Boal provided members with a verbal update of the information contained within the Child Protection update report, drawing in particular to the ELBEG Annual Report and the consultation process involved. Ms Boal stated that contributions had been received from some areas, but suggested that in an effort to streamline, condense and speed up the consultation process, the present draft of the ELBEG Annual Report will be circulated to APC's, CPC's, COG's and Data Sharing Partnerships for a 14 days consultation period. Any amendments will be implemented, followed by a further 14 days consultation period with key identified individuals. The final draft will then be forwarded to the ELBEG Secretariat. All members agreed with this proposal.

<p><b>ACTION:</b> ELBCPO to circulate draft ELBEG Annual Report to streamline consultation process as per agreed proposal. (Action 66 for Action Register)</p>
--

### **6. Adult Protection**

#### **6.1. Adult Protection – Update on funding position**

#### **6.2. Adult Protection – Update on Launch Event**

Mr Hume provided members with a verbal update of the Adult Protection funding report, drawing in particular to the survey being conducted by the Scottish Government/COSLA involving the four councils commencing May 2009. A qualitative assessment was also being considered, possibly involving SWIA. Mr. Hume stated that the issue of funding for adult protection should remain a future agenda item for this meeting including regular updates as to how the survey is progressing.

Mr Hume then provided members with a verbal update of the Launch Event report making reference to the fact that City of Edinburgh Adult Protection Committee had already undertaken a launch of their own adult protection procedures. Members agreed that the ELBEG Launch Event would now take place in the Autumn of 2009 to coincide with the Scottish Government Campaign.

There then followed a general discussion in relation to 'Guidance' and 'Procedures' and in particular Adult Protection, and how this is being interpreted within each local authority in the ELBEG area. It was agreed that in order for ELBEG members to make a high level procedural statement regarding 'Guidance' and 'Procedures', clarity is required from Directors of Social Work and other relevant authorities within the ELBEG area.

**ACTION** : Mr Hume and Ms Boal to convene meeting with Directors of Social Work and appropriate representatives from Police and Health Boards to discuss what is meant by 'Guidance' and 'Procedures' and report back to ELBEG. (Action 67 for Action Register).

A further discussion was held regarding the most recent draft of the Adult Protection Guidelines (Draft 9) and the concern regarding the content of the document. Ms Boal commented that should there be any areas of concern in relation to the content of the guidelines this should be addressed at the earliest opportunity, through the ELBEG Advisory Group or Co-ordinating Group and not at the final stage of consultation. There was agreement that in order for ELBEG to fully endorse the guidelines, clarity and stability was required on the consultation process involved.

**ACTION** : Mr Hume and Ms Boal to meet to discuss history behind Draft Adult Protection Guidelines including consultation process and report back to ELBEG.(Action 68 for Action Register).

## **7. Children's Services (HMle) Inspection Process**

Mr Hume invited members for an update

Mr Aitchison advised that the two yearly City of Edinburgh Council Inspection was due to commence in September 2009 with initial briefings being held in June 2009.

There were no other updates.

## **8. Data Sharing Partnerships**

### **8.1 Edinburgh, Lothian Data Sharing Partnership**

Mr Hume asked members to note the recommendations provided within the update report. There followed a general discussion regarding the importance of information sharing and what the Data Sharing Partnerships can provide in terms of the future. It was agreed that Information Sharing would form the main theme for the next ELBEG meeting and it would be beneficial to invite the Chairs of both Data Sharing Partnerships to give a presentation at this meeting.

**ACTION:** Mr Hume to invite Chairs of Data Sharing Partnerships to deliver presentation at next ELBEG meeting. (Action 69 for Action Register).

## 8.2 Borders Data Sharing Partnership

Mr Hume asked members to note the recommendations provided within the update report. Mr. Glennie reported that the Borders G.P.'s have now 'signed up' formally to the Data Sharing Protocol.

## 9. AOCB

### Role and Structure of ELBEG – Discussion Paper

Mr Hume provided members with his views on the Discussion Paper prepared by Ms Boal, making particular reference to the four key areas, namely, Communication, Continuous Improvement, Information Sharing and MAPPA. He asked members to reflect on where ELBEG could improve in relation to joint working with our Data Sharing Partnerships and saw this as an opportunity to consider the potential in developing a Strategic Assessment for Child Protection, Adult Protection, MAPPA and Information Sharing. There was also recognition that MAPPA should be incorporated into the ELBCPO.

Ms Boal intimated that the Strategic Assessment could be developed to assist all partners in the ELBEG area. The role of a Performance Analyst could carry out a Strategic Assessment to look at key areas for the future, such as Child Prostitution and Human Trafficking and the predicted risk factors involved. Ms Boal also saw a role for the ELBCPO being tasked in the area of Continuous Improvement, for example, being involved in circulating recommendations from Case Reviews highlighting areas of good and bad practice.

There then followed a general discussion in relation strategic business planning and the importance for ELBEG to demonstrate leadership. It was agreed that this Discussion Paper could be more of a Planning Statement identifying issues that need to be addressed over the next 12-18 months and this would be brought back to the next ELBEG meeting.

**ACTION** : ELBEG members to reflect on how to improve joint working in the area of Public Protection and Information Sharing. (Action 72 for Action Register).

## 10. Date and Venue for Next Meeting

Mr Hume advised members that the group's next meeting would take place on 14 August 2009. Future proposed meeting dates would be circulated in due course.

**ACTION:** Mrs Hughes to circulate proposed dates of future meetings to ELBEG members. (Action 70 for Action Register).

Mr Aitchison raised the question of the COSLA meeting in December which may clash with the proposed date of the ELBEG conference of 4 December 2009.

**ACTION:** Mrs Hughes to confirm date of December COSLA meeting. (Action 71 for Action Register).

Mr Hume informed members that Muir was now retiring from his post in Midlothian and all members thanked Mr Muir for his resolute and consistent support to ELBEG since its inception.

Mr Hume thereafter concluded the meeting, thanking those present for their attendance extending appreciation to Lothian and Borders Police for hosting the meeting.