

## CONSTITUTION OF ANGUS ADULT PROTECTION COMMITTEE

1. The committee shall be known as the Angus Adult Protection Committee
- 1.1 Membership will be by nomination of the chief officers in the relevant key agencies and shall be represented on the following basis:

Police	1 member
CHP	2 members
Medical Practitioners	2 members
Angus Council	3 members
Voluntary Sector	2 members
Care Commission	1 member
Procurator Fiscal	Invited as appropriate
- 1.2 The committee may agree to invite other persons with a contribution to make to join the committee as a co-opted member for a specified period, which will be renewable. This member will have equal rights with other committee members.
- 1.3 The chair will be independent from all bodies represented on the committee.
- 1.4 Angus Council will be the host agency for the appointment and remuneration of the independent chair.
- 1.5 For a meeting to commence a quorum of 4 plus the chair to be present.

## 2. Objectives of the Angus Adult Protection Committee

The purpose of the committee is to:

- promote the safety of adults at risk of harm;
- identify the role, responsibility, authority and accountability of each agency or group to protect adults at risk;
- ensure appropriate cooperation and communication between agencies in relation to adult protection;
- oversee the development of policies and procedures to support adult protection processes and ensure the implementation of these;
- oversee the education and development of staff in all partner agencies to ensure that they have the skills to protect adults at risk;
- ensure that standards of practice are monitored and improved by establishing processes for audit purposes;
- agree outcomes for adult protection and oversee the development of outcome measures

2.1 The committee will deal with the following matters:

- establish mechanisms to develop policies and strategies, ensuring that users and carers are actively engaged in this;
- develop systems and procedures that identify adult protection concerns and the means of dealing with referrals;
- produce guidance for and participate in significant case reviews and oversee the implementation of the learning that has emanated from the process;
- devise, implement and evaluate appropriate education and training programmes;
- create appropriate information-sharing policies, procedures and practices;
- monitor, audit and review the implementation and impact of policy;
- monitor performance and report to the Scottish Government on progress against agreed outcome measures in adult protection;
- oversee the publication of public information.

### **3. Committee procedures**

3.1 The committee will meet no less than 4 times each year.

3.2 The committee will provide a report on an annual basis, a copy of which will be provided to all agencies represented on the Committee and to the Scottish Government.

3.3 A list of members and office bearers will be published every year with the annual report.

3.4 An action plan for the work of the committee for the following year will be published with the annual report.

3.5 The chair of the committee will liaise with other adult protection committees, particularly Dundee City Council, Perth & Kinross Council and through the Tayside Steering Group.

3.6 The chair of the committee will report on the work of the committee to the Angus Adult Protection Executive Group.

### **4. Adult protection sub committees**

4.1 Membership will be by nomination by agencies represented on the full committee and approved by the full committee

4.2 Membership will reflect the agencies represented on the full committee and should be a minimum of 6.

4.3 The sub committee may agree to invite other persons with a contribution to make to join the sub committee for a specified period to assist in specific issues.

- 4.4 The chairs of the sub committees will be co-opted onto the Angus Adult Protection Committee.
- 4.5 The chairs will provide a briefing report to the Angus Adult Protection Committee at each full meeting of the committee.
- 4.6 Frequency of meetings to be determined by the work to be undertaken at any given time, however it is envisaged they will take place quarterly as a minimum.
- 4.7 Minutes of each sub committee will be circulated to the chair of the full committee and other sub committees.
- 4.8 The chairs of the sub-committees will meet quarterly to ensure a coherent and integrated approach.

## **5. Sub committee objectives**

### **5.1 Objectives of the policy sub committee**

The primary role of the policy sub committee is to enhance multi-agency support and protection of vulnerable adults in Angus, through positive policy development based on sound professional knowledge and research.

The policy sub committee will deal with the following matters:

- provide the necessary links to community planning structures;
- produce, update and revise multi-agency adult protection guidelines and procedures taking into account national/local developments e.g. national guidance, local strategic developments and learning from practice issues;
- co-ordinate the production of the Angus Adult Protection Committee's annual report;
- develop measures in order to monitor performance against agreed outcomes in adult protection;
- collate performance information in order to report to the Scottish Government;
- develop processes for auditing the implementation of policies and procedures in practice;
- lead on adult protection consultation responses;
- consult with service user and carer groups about policy developments;
- develop and produce adult protection publicity materials.

## **6. Objectives of the practice sub committee**

The primary role of the practice sub committee will be to enhance adult protection policy, practice and provision in Angus by monitoring and auditing professional practice and to ensure that policy is implemented in practice.

### **6.1 The practice sub committee will deal with the following matters:**

- ensure that all practice conforms to all agency standards and procedures;
- advise any agency or organisation as well as the Angus Adult Protection Committee of examples of excellent practice as well as deviations from desired practice;
- give particular focus to promoting good inter-disciplinary practice in the prevention of the abuse of vulnerable adults;
- promote the positive development of investigative and post-investigative practices;
- promote the positive development of risk assessment and risk management practices;
- recommend to agencies, organisations and the Angus Adult Protection Committee on how best to improve practice, procedures and provision of care and service delivery;
- report on circumstances where multi-agency co-operation has failed and propose strategies to address;
- audit and review practice to ensure that agreed policies and procedures are implemented;
- examine cases where concern has been expressed in relation to the standards of practice and which might have broader implications for policy and resources;
- undertake significant case reviews as agreed by the chair of the full committee and senior planning officer adult protection and report findings and recommendations to the full committee.

## **7. Objectives of the training sub committee**

The primary role of the training sub committee is to promote interagency communication, understanding and shared approach to vulnerable adult support and protection processes through multi-disciplinary training. The sub committee is to ensure that staff have the skills required to protect adults at risk.

### **7.1 The training sub committee will deal with the following matters:**

- produce, implement and review annually a training strategy to ensure that appropriate training is developed and delivered in all partner agencies;

- review and give advice on the co-ordination of individual agency training plans in relation to adults support and protection;
- identify appropriate opportunities for multi-disciplinary and/or joint training events;
- provide information to agencies about possible training programmes;
- produce a statement of the training needs raised by local groups and agencies;
- specific training events to be organised by the sub-committee including a rolling programme of multi-disciplinary events and the production of a statement of all training and development activities relating to adults at risk in Angus;
- advise the full committee on its strategic objectives in respect of multi-agency adult protection training.