

West Dunbartonshire Adult Protection Committee



Governance Arrangements

September 2012

Introduction

Purpose of This Document Suite

The following collection of documents record and constitute the main governance arrangements for the West Dunbartonshire Adult Protection Committee (WDAPC)

It is divided into interrelated parts, namely:-

1. **Committee Remit, Aims and Objectives** – The Committee’s reason for existing and a statement of what it hopes to achieve over its lifetime or a specified period.

This section focuses on the mission and outcomes expected more than the way of achieving it. Effectively it is by reference to this section that the Committee will be able to determine whether it is on course. The subsequent sections **Committee Arrangements** and **Reporting and Delegations** are there only to provide the method of delivery. Simply put, it is the “Why” whereas the remaining sections are the “How”.

2. **Committee Arrangements** – The details of the composition of the Committee and way that it will conduct its business
3. **Reporting and Delegations**- As the Committee does not exist in a vacuum and does not employ anyone it is necessary to consider to whom it may report, what it may report and through what officers or individuals its duties and powers can best be met and exercised.

By separating this section out it is hoped that the Governance Documents will remain flexible enough to accommodate developments and changes to the Adult Protection agenda (either in terms of the Remit, Aims and Objectives or the delivery structures) without having to revisit the whole document on a regular basis. In this way changes may be adopted incrementally as required and a stability in the governance structures as a whole can be maintained.

Committee Remit, Aims and Objectives

1. Remit

- 1.1. The West Dunbartonshire Adult Protection Committee has been established by the provisions of the Adult Support and Protection (Scotland) Act. It is constituted as multi-agency body composed of officers and individuals from key agencies involved in identifying, supporting and protecting adults at risk of harm within West Dunbartonshire.
- 1.2. Specifically, in terms of statute the functions of the Committee are:-
 - To keep under review the procedures and practices of the public bodies and office-holders to which this section applies which relate to the safeguarding of adults at risk present in the council's area (including, in particular, any such procedures and practices which involve co-operation between the council and other public bodies or office-holders to which this section applies)
 - To give information or advice, or make proposals, to any public body and office-holder to which this section applies on the exercise of functions which relate to the safeguarding of adults at risk present in the West Dunbartonshire area
 - To make, or assist in or encourage the making of, arrangements for improving the skills and knowledge of officers or employees of the public bodies and office-holders to which this section applies who have responsibilities relating to the safeguarding of adults at risk present in the West Dunbartonshire area
 - Any other function relating to the safeguarding of adults at risk as the Scottish Ministers may by order specify

2. Aim:

- 2.1 The West Dunbartonshire Adult Protection Committee aims to bring agencies together to ensure that adults at risk of harm are identified, supported and protected and to ensure that the functions of the Committee are met

3. Objectives

Policies, Procedures and Protocols

- 3.1 The WDAPC will develop policies and procedures to deal with those matters over which they have direct control or influence.
- 3.2 The WDAPC will ensure that member agencies and other key bodies have their own policies in place and develop procedures to be followed in relation to Adult Protection.
- 3.3 The WDAPC will seek to ensure that inter-agency policies, procedures and protocols are in place, agreed between the agencies and are disseminated to all relevant agencies and staff within those agencies
- 3.4 The WDAPC will ensure that all of its policies, procedures and protocols, are regularly reviewed and updated, as required

4. Monitoring and scrutiny

- 4.1 The WDAPC will ensure that relevant statistical information is maintained and disseminated between agencies
- 4.2 The WDAPC will develop appropriate analysis of the information available and seek to identify trends or patterns
- 4.3 The WDAPC will ensure that any issues arising from such analyses are addressed by member agencies either individually or collectively in strategic planning

5. Quality Assurance and evaluation

- 5.1 The WDAPC will agree and adopt a system for ongoing quality assurance of adult support and protection work
- 5.2 The WDAPC will maintain an overview of all aspects of the quality assurance undertaken in order that continuous improvement of individual services and inter-agency working remains a key focus of the Committee

6. Training and Development

- 6.1 The WDAPC will develop and implement a multi-agency training strategy, ensuring appropriate training is available to a wide range of staff from a variety of agencies engaged in identifying, supporting and protecting adults at risk of harm
- 6.2 The WDAPC will monitor the effectiveness of the training provided through the ongoing evaluation of sessions, regular analysis of referrals received and post-training feedback information

7. Public Awareness

- 7.1 The WDAPC will develop and implement a communications strategy in order to raise public awareness of adult support and protection and how to refer an adult at risk of harm
- 7.2 The WDAPC will ensure that appropriate communication with service users and carers about adult support and protection is developed and maintained
- 7.3 The WDAPC will review and update the communications strategy on a regular basis following the evaluation of communication initiatives taking place

8. Co-operation between agencies

- 8.1 The WDAPC will promote good inter-disciplinary practice in all aspects of adult support and protection
- 8.2 The WDAPC will ensure that appropriate arrangements are in place between the key agencies to facilitate information sharing and to resolve disputes between them
- 8.3 The WDAPC will ensure that appropriate arrangements are in place for ongoing engagement with other bodies, including the Child Protection Committee and MAPPA to facilitate joint working and joint planning

9. Biennial Report

- 9.1. In accordance with the Act, the Chair of the Adult Protection Committee must, as soon as practical after such date as the Council may direct, biennially-
 - a.) Prepare a general report on the exercise of the Committee's functions during the two years ending on that date, and
 - b.) After securing the Committee's approval of the report, send a copy of it to:
 - Each of the public bodies and office holders represented on the Adult Protection Committee by virtue of Section 43(4)
 - The Scottish Ministers
 - The Mental Welfare Commission for Scotland
 - The Public Guardian
 - The Care Inspectorate, and

- Any other public body or office-holder as the Scottish Ministers may by order specify
- 9.2. The contents and format of the biennial report will be agreed by the Committee members.
- 9.3. In addition to the biennial report, an annual report will be presented to the autumn Committee to allow for an action plan for the coming year to be developed. The contents and format of the annual report will be agreed by Committee members.

Committee Arrangements

10. Membership

- 10.1. The following agencies will be represented on the Committee:
- West Dunbartonshire Council
 - West Dunbartonshire HSCP
 - NHS Greater Glasgow and Clyde
 - Strathclyde Police
 - Care Inspectorate
 - Lomond and Argyll Advocacy services
 - Procurator Fiscal Service
- 10.2. In accordance with the Act, standing invitations will be issued to
- The Public Guardian
 - The Mental Welfare Commission for Scotland
- in order that they may attend Committee meetings
- 10.3. The WDAPC may from time to time co-opt further members onto the APC to assist in the consideration of any relevant matter
- 10.4. If a representative ceases to attend Committee meetings for a period of 6 months or more the Chair, on behalf of the Committee, shall request a replacement member from the relevant agency
- 10.5. Membership of the APC will be reviewed annually.

11. Roles and responsibilities:

- 11.1. Member agencies will nominate representatives to serve on the Committee
- 11.2. The nominated representative from each agency will be expected to have the relevant skills and knowledge to be able to contribute effectively to the work of the Committee.
- 11.3. Member agencies will be expected to ensure that their representative will:
 - Have the necessary authority to take forward the business of the Committee
 - Represent the commitment of the agency to the protection of adults at risk
 - Facilitate communication between their agency and the Committee
 - Contribute their skill and expertise to the work of the Committee
 - Fully participate in the business life of the Committee and its sub groups between meetings as agreed
 - Ensure the decisions of the Committee and the implications of such decisions are communicated to and understood by staff/officers at all levels of their agency
 - Ensure that obstacles to their agency's full participation in collaborative Adult Protection practice and decision making are addressed and overcome
 - Be aware of current issues in Adult Protection and their relevance to the work/deliberations of the Committee

12. Adult Protection Committee Meetings:

- 12.1. Regular Committee meetings will be held quarterly on dates to be determined each year by the Committee
- 12.2. The Quorum for a meeting of the APC shall be five agency representatives, providing that two out of the three agencies are represented – West Dunbartonshire HSCP, NHS Greater Glasgow and Clyde and Strathclyde Police. If both the chair and vice chair are absent a temporary chair will be agreed by those present to conduct the business of the meeting
- 12.3. A minute of each meeting of the Committee shall be taken and circulated to the members.

- 12.4 The agenda for each APC will be determined by the lead officer for adult support and protection of West Dunbartonshire HSCP in conjunction with the chair of the Committee. Any member may request items to be placed on the agenda if they are clearly relevant to the business of the Committee and have been submitted to the lead officer for adult support and protection 2 weeks prior to the meeting
- 12.5 Except in the case of an emergency, as certified by the Chair, no additional item of business will be placed on the agenda, or considered by the Committee.

13. Sub-Committees

- 13.1. The Committee shall be entitled to establish such number of sub-committees as it considers necessary for the purpose of discharging its functions. The aims and membership of any sub-committee shall be determined by the Committee. Each sub-committee established may comprise APC representatives or other representatives nominated by agencies for that purpose. Each sub committee shall elect a chairperson and vice chairperson. Sub-committees will be accountable to the APC and shall report back to the APC in a manner determined by the APC. No sub-committee will have delegated powers, and all actions requiring a decision will be remitted to the Committee.

14. Amendments to the Governance Arrangements

- 14.1. Governance arrangements for the Committee will be reviewed every two years, or sooner if required:-
- a. To address of any change in national guidance or legislation affecting the arrangements for Adult Protection Committees;
 - b. If required by any of the statutory participants in order to meet the legislation or binding guidance under which they operate;
 - c. If considered by the Committee as a whole to be required to better meet the duties of the Committee.
- 14.2. Where any amendment may affect the ability of any of the statutory bodies (those required by statute to participate in the Committee) to meet their wider statutory obligations, the matter will be referred to the respective statutory bodies for consideration. If such body's consent is not achieved then the matter may be referred to the Chief Officers' Group for further discussion, before being remitted back to the constituent body for consideration. If such agreement cannot be achieved, then except insofar as required to comply with statute, the Governance Arrangements will remain unchanged until some alternative arrangement can be reached.

15. Chief Officers Group for Public Protection

- 15.1. The Committee will be bound to establish a clear a reporting structure to the Chief Officers Group. Such reporting structure is to permit the principal bodies engaged in adult support and protection to consider information and recommendations from the Committee to the individual organisations
- 15.2. The Chair of the Committee will be a member of the Chief Officers Group. Supported by the appropriate officers, they will report to each meeting on the activities and operation of the APC as required.

16. Decisions of the Committee

- 16.1 Decisions of the Committee will be by consensus. Where consensus is not achievable after a reasonable period, points of contention may be referred to the Chief Officer's Group for consideration and recommendation back to the Committee.

Where upon reference back to the Committee there is still no consensus, matters may be put to a vote of all those members present. In such circumstances a simple majority will be sufficient for a decision. No Chairman's casting vote will be allowed.

- 16.2 No determination of the Committee to act in a particular way or to do a particular act will be binding on any officer employed by any of the Statutory Bodies or other Members of the Committee unless the Body or the Member themselves have seconded such officer to the Committee or expressly required them to carry out a specific or class of instructions of the Committee. Otherwise, decisions of the Committee will be implemented through instructions issued by its constituent bodies.

17. Administrative Support

- 17.1 Administrative and professional support to the APC shall be provided by West Dunbartonshire HSCP.

Delegations and Reporting

18.1. An independent Chairperson will be appointed by the Council to serve for a period of two years.

18.2. The APC will elect a Vice-Chairperson from its membership who will be appointed for a two year period. In the event of the Chairperson being absent from a meeting, the Vice Chairperson should assume the responsibilities and functions of the Chairperson.

18.3. The Chairperson will

18.3.1. Be responsible for the convening and conduct of meetings

- Bring to the Committee's attention issues pertinent to the business of the Committee and liaise with the lead officer over the content of the agenda
- Ensure that meetings are run competently and that relevant matters are discussed
- Ensure that discussion and decision-making is based on consensus and that representatives of all agencies can participate fully in meetings
- Ensure that appropriate decisions are made and implemented
- Ensure the terms of constitution are adhered to, and that appropriate monitoring, reporting and communication mechanisms are in place
- Be a member of the Chief Officers Group

18.3.2. Attend other meetings as required

- Attend the Chief Officers Group meetings, as arranged, and provide them with reports on the work of the Committee
- Attend national meetings of the independent chairs and any other national meetings, as required, to represent the committee and its interests

18.3.3. Maintain an overview of adult support and protection in West Dunbartonshire

- Ensure the Committee operates in accordance with the requirements of the Act and the accompanying Guidance
- Work with other Committee members to ensure the development of the overall strategic direction of the Committee, together with its annual business plan and report

18.3.4. Prepare and contribute to reports on the work of the Committee

- Be responsible for the production of the Committee's biennial report for the Scottish Government and for securing the Committee's approval of the report
- Contribute to an annual report on the work of the Committee, as required