

APPENDIX 1

CATEGORY	OUTCOME	TASK	AGENCY	LEAD	PROGRESS	COMP DATE	UPDATES
Policy, Process and Procedures	All practitioners to have a clear understanding of the policy, process and procedures in Moray of Adult Support and Protection	Team Manager oversight and involvement of chairing of all review adult support and protection case conferences, in line with the Operational Guidance, to support clearly defined initial case conference and review case conference process - This will include regular updates and review to ensure collaborative approach - this can be discussed within the fortnightly ASP operational meeting.	Local Authority	CSWO	In Progress	Oct-22	All team managers given opportunity to attend case conferences and to undertake shadowing opportunities since March 2022. Support required to TMs to release capacity to chair meetings.
		Core Group of front line practitioners formed to review Investigation documentation on CF - specific attention to the management of risk and protection planning within recordings	Local Authority	VL	In Progress	Nov-22	Subgroups to commence August 2022
		Core Group of front line practitioners formed to review Screening Tool documentation on CF - specific attention to the management of risk, protection planning and application of the 3-point test.	Local Authority	VL	In Progress	Nov-22	Subgroups to commence August 2022
		Lead agency responsibility to ensure both local and Grampian processes align and continue to be embedded into social work practice. This will be monitored via quality assurance activities and regular briefing sessions. Further work being undertaken on a Grampian-wide basis to align the Grampian Procedures with the revised Codes of Practice and Local Guidance.	Local Authority	VL	In Progress	Jan-23	QA activities underway in the form of screening tool and IRD audits. Revision of the Grampian Procedures being undertaken using a pan-Grampian approach. First draft to be completed end September 2022.
		Core Group of front line practitioners formed to devise, design and implement Large Scale Investigation recording and investigation documentation on Carefirst - attention Full Review of the Decision Specific Capacity Tool to be undertaken on a multi-agency basis – with input from NHSG and Lead Agency council employed staff.	Local Authority	VL	In Progress	Nov-22	Subgroups to commence August 2022. Due to LSI activity this activity has been completed by LSI lead Officers and will be reviewed alongside x8 council officers
		Initiate ASP Champions Role within NHSG - ensure that staff have local contacts and links for advice and support - alongside more formal structures.	NHS G	KOB	In Progress	Sep-22	Evaluation to be undertaken in August - one year anniversary of revised tool going live. Adjust, as per feedback.
		iVPD local process review to take place in order to identify opportunities for improvements in quality of information shared, and expectations of agencies receiving Adult Concern Reports from Police.	NHS G	NHSG ASP	In Progress	Nov-22	Scoping begun. NHSG ASP Group has considered initial proposal and has endorsed the concept. Now working out details of implementation.
			Police	SMcD	In Progress	Jan-23	activity well underway with multi-agency sub group formed and active discussion and planning taking place
Training and Development	All practitioners within the Moray partnership are sufficiently skilled, confident and knowledgeable about Adult Support and Protection in accordance with their role	Clear training calendar available for external partners to book via Eventbrite	Local Authority	Training Facilitator /training team	In Progress	Oct-22	draft training calendar devised Aug 2022
		Collaboration with Social Work training to facilitate complex risk assessment training across adult social work	Local Authority	Training Facilitator/training team	In Progress	Dec-22	Update July 2022 - Complex Risk Assessment Training designed- to arrange dates to disseminate to staff. Agreement via Grampian group that Complex Risk Training will be a priority of the group moving forward
		Adult Support and Protection Training Plan to be available to all practitioners throughout Adult Social Work, Social Care and 3rd sector	Local Authority	VL	Completed	Aug-22	Training Plan disseminated to all 3rd sector - March 2022. Training Plan available on Moray Protects webpage - April 2022. Training Plan available to all Social Work Teams - April 2022. Training Plan available to all housing and children services - July 2022.
		Collaboration to take place with Child Protection to design and deliver Chronology training across Children and Adult Social Work -	Local Authority	Training Facilitator /VL/EJ	In Progress	Mar-23	Pilot of Multi-Agency chronology in place Dec 2021. Discussion within Grampian Group agreement to propose to take forward Grampian wide with all partners - idea to be presented and agreed at Public Protection Forum July 2022. Update 03-09-2022 - agreement that chronologies will be taken forward Grampian wide
		Clear and up to date records of all Adult Support and Protection training undertaken - Module, 1, 2, 3 and 4 - including when Council Officer refresher training is required	Local Authority	Training Facilitator	In Progress	Jan-23	Spreadsheet underway to evidence training.
		Council Officer Handbook detailing tasks in relation to Adult Support and Protection duties and role	Local Authority	VL	In Progress	Nov-22	currently in draft as of July 2022 - VL to continue to progress
		Develop Practitioner Guidance on Self-neglect and Hoarding	Local Authority	Training Facilitator	In Progress	Nov-22	Draft Guidelines developed - training programme being developed to support.
		Developing a trauma informed workforce factoring in on going discussion and reflection with council officers to monitor changes in practice and to take forward learning	Local Authority	VL/BS	In Progress	Jan-24	Trauma informed awareness session within council officer forum undertaken in Aug 2022. Trauma informed portfolio to be taken forward by BS (requires top-down approach). Discussion to take place within practice governance and a social work sub-group to be formed across adult and child services to take forward.
		Develop a way to analyse training activities to inform the impact of training on Practitioners.	Local Authority	VL/Training Facilitator	Not Started	Mar-23	Initial discussions to take place with Training Facilitator by end September 2022.
		Analysis exercise to take place following training feedback on a 6 monthly basis - used to inform future training events	Local Authority	Training Facilitator	Not Started	Mar-23	Report to be shared by training facilitator at November APC and Council Officer Forum.
		New training framework for ASP to be embedded with all patient facing staff receiving a facilitated level 2 ASP training course.	NHS G	KOB	In Progress	Aug-24	Training framework signed off and approved. Level 2 training now mandatory. Existing staff, being worked through on a 3 yearly renewal cycle of training provision.
		For NHSG staff recording of ASP input and activity - revise ASP Level 2 Training to include specific section on Health records and ASP, good practice examples to be included. Also - practice note to be issued to all professionals regarding Health records and ASP	NHS G	KOB	In Progress	Sep-22	Training curriculum now revised and being delivered. Practice note being drafted - pulling in Clinical Professional Directors for additional weight + linking to profession specific guidance etc. .
		Financial Harm subgroup lead by Police Scotland (John Webster)	Police	JW	In Progress		
		Mandatory online training for ASP rolled out and to be undertaken by all officers.	Police	JL	In Progress		

		Training and briefings to existing and new members (on induction) in relation to their roles and responsibilities on the ASP committee	Multi Agency	APC Chair	In Progress	On going	Training and updates delivered as required
		Implement learning points from Multi-Agency IRD Audit	Multi Agency	VL/Emc/KO/JL	In Progress	Oct-22	IRD report written and presented to APC September 2022. Presented to Council Officer forum September, Further reflection and implementation of learning points to be taken forward at next council officer session - as well as specific
Service Redesign and Review	Clear leadership in Adult Support and Protection	Adult Social Work consultation - design and implementation of a service wide development and improvement plan to reflect on ASP inspection, SDS standards and national and local policy	Local Authority	CSWO	In Progress	Oct-22	Initial discussions have taken place with Team Managers with regard to important of improvement and development for Social Work. Consultation Workshops planned for end Sep 2022.
		To develop a multi-agency approach and training for 2nd persons in Adult support and protection	Multi Agency	VL/KOB/JL/PM	Not Started	Dec-22	Ongoing developmental sessions with a view to implement improved integrated working to support positive outcomes . Plan to commence first session post ASP Inspection -Agreement at Grampian working group for awareness raising
		ASP Live Event - September/October 2022	Multi Agency	VL/KOB/JL/PM	In Progress	Oct-22	
		Discussion to take place within COG and APC regarding capacity and gaps in service to ensure clear oversight of matters by our more senior leaders.	Multi Agency	VL/KOB/JL/PM	In Progress	On going	discussions taking place at both COG and APC regarding gaps and capacity issues. This is also reflected within our APC Risk Register and is a standing item agenda
ICT and Recording	Processes clearly defined within ICT recording systems with clear performance indicators set and adhered to.	All adult support and protection files to be transferred to Every Client Documents within T drive	Local Authority	ASP Admin/ICT	In Progress	Mar-23	work is underway - however, this is a large task and requires clear planning with ICT to achieve due to the volume of work
		Naming convention in place for all Adult Support and Protection electronic files	Local Authority	VL	In Progress	Mar-23	Naming convention written and out to teams (February 2022). assurance work to take place to ensure consistent approach is used. Once all client information is transferred to every client documents then this will be easier to monitor.
		Information and Intelligence Subgroup to analyse data set and to improve standard of reporting to COG, APC and risk and performance management group	Local Authority	VL/AK/BW	In Progress	Dec-22	ToR to be written and presented to APC in September 2022. use of Pentana systems in place
		Procedure in place for use of events/activities in relation to Adult Support and Protection activity on CF	Local Authority	V Logan/VL	In Progress	Dec-22	Recording of duty to enquire, investigation and review all within CF events - completed Aug 2021. Ongoing work undertaken with regard to quality of recording to continue
		Use of Pentana to measure progress of multi-agency improvement plan.	Local Authority	ASP Admin/VL	In Progress	On going	Pentana is updated following every 6 week improvement and planning meet. Pentana reminds of tasks to be completed - improving oversight.
		Discussions to take place regarding proposal for a possible Data set from Police Scotland which would be added to the existing local data set to APC.	Police	JL	In Progress		JL 20/07/22 - Proposal to be discussed with Sheila McDermot, Concern Hub Manager.
Professional Practice	Practitioners to feel supported in their professional practice	Regular Council Officer Forums - to include regular feedback sessions	Local Authority	Emc/SG	In Progress	On going	Council Officer Forums in place. Formally recorded and training materials to be available within SharePoint for CO viewing - TO be reviewed Nov-22 by consultation with CO's
		Regular Team Manager 'catch up' meetings to take place to discuss adult support and protection practice within teams	Local Authority	VL	Not Started	Oct-22	Discussion to take place Aug-22 with team managers to agree regular 'catch up' sessions to discuss practice within teams and provide collaborative approaches to sharing good practice and highlighting areas of improvements
		To provide ongoing mentoring and support for Social Work Council Officers undertaking ASP activity.	Local Authority	EMcD	In Progress	On going	Training delivered to Council Officers delivered in October - December 2021 . Additional refresher training in March 2022. Rolling programme established. Ongoing mentorship of Council Officers taking place with tasking documents in place
		Review across all patient facing areas that professional supervision is offered/available and that ASP is a clearly identified area for regular discussion [ensure this is captured in any NHSG policy/procedures/guidance].Ensure specific ASP clinical/professional supervision is offered to staff who are actively working with adult protection cases	NHS G	NHS G ASP	In Progress	Sep-22	Scoping complete + managers/staff now have ASP as a regular item on 1:1's and supervision discussions. Also a regular item now on team meeting agendas. NHSG Public Protection Supervision arrangements now drafted - 1st draft complete and being consulted on.
		"Review local practice to ensure that key agency professionals feel comfortable and have suitable agency contacts for early discussions around adult protection matters, thus promoting inter-agency peer-to-peer support." .	Multi Agency	JL	In Progress	Dec-22	CP ASP, Police and Health leads all have good collaborative relationships - all to discuss and agree how this may be mirrored for practitioners - JL to take forward.
Lived Experience	All adults at risk are able to have their views fully represented	Review commissioned advocacy service to ensure formal advocacy services are as accessible as possible for people involved in ASP process	Local Authority	TW	Delayed	Mar-23	VL on project team for commissioning needs document. Meetings with advocacy on a monthly basis. Commissioning extension for 18mths
		Listen to People - Agree and implement a systematic approach to capturing the lived experience (qualitative) of people who have been in contact with the ASP process	Local Authority	APC Chair	In Progress	Review quarterly	APC subgroup - Hear Me, established March 2022. Communication and Engagement Plan produced and being implemented by Advocacy. Report to be produced for Nov APC
Good quality		Design of an ASP journey audit tool with the intention to undertaken monthly Case File Audit to take place for 1x adult subject to the Adult Support and Protection process. This will encompass from point of referral to Initial Case Conference and findings shared with Practice Governance Board and reported to APC with the aim to inform practice improvements and highlighting elements of good practice.	Local Authority	VL/BS/JG	Not Started	Feb-23	Discussion to take place with BS and JG to commence designing journey audit tool by Aug-22
		Involvement of Team Managers in undertaking Investigation documentation quality assurance exercise on a monthly basis - to evaluate practice - feedback and further	Local Authority	VL	Not Started	Nov-22	VL to discuss with Team Managers following agreement from Investigation document subgroup on changes to current document - monthly assurance

Quality Assurance and Audit	assurance work takes place to ensure consistency and competency and to inform future improvements	Involvement of Advanced Practitioners across Adult Social Work in adult support and protection quality assurance activities for monthly single agency screening tool audits	Local Authority	EMcD/VL	In Progress	Oct-22	EMcD is currently engaging with all Advanced Practitioners in undertaking quality assurance tasks on a monthly basis - 5 screening tool documents are audited to look at quality of documentation. Agreement that the outcomes of findings will be shared with practitioners and teams to further improve practice
		Audit of screening tool documentation (5 per month from Jan - June 2022) to be undertaken and reported to APC.	Local Authority	VL	In Progress	Oct-22	Audits inputted, report to be compiled for November APC
		Involvement of Consultant Practitioners in single agency auditing IRDs on a monthly basis - feedback sessions for Social Work teams to be factored into this - with further	Local Authority	VL	In Progress	Oct-22	Tool developed, audit to be undertaken - to commence October 2022
		Multi-Agency case conference table audit to be undertaken with learning to be disseminated.	Multi Agency	VL/KOB/JL	In Progress	Feb-23	Tool developed, audit to be undertaken.
		Multi-Agency IRD Summary Quality Assurance Audit to take place - review all IRDs from commencement	Multi Agency	VL/KOB/JL	In Progress	Jul-22	Audit completed, report to be finalised and presented to APC. Update 03-09-2022 IRD report compiled and presented to APC 02-09-2022. Learning to take