



# JOINT INSPECTION OF **ADULT SUPPORT** AND **PROTECTION**

Partnership Briefing

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Subject	Guidance for East Ayrshire & Fife partnerships
<p data-bbox="188 400 712 475"><b>First two partnerships to be inspected after programme restart</b></p> 	<ul style="list-style-type: none"> <li data-bbox="757 336 2175 480">• This section applies only to the <b>first two</b> partnerships we will inspect after the restart of the joint inspection of adult support and protection programme. <b>These partnerships should ignore later references to system of <u>batching</u> certain activities, everything else is equally applicable to these first two partnerships.</b></li> <li data-bbox="757 485 2119 555">• We will formally notify these partnerships they will be inspected before commencement of the inspection. We have allotted sufficient time for partnerships to prepare for the inspection.</li> <li data-bbox="757 560 1753 592">• We will issue partnerships with a list of key dates for the inspection.</li> <li data-bbox="757 596 2141 667">• The period from commencement of the inspection and publication of the inspection report is <b>13 weeks.</b></li> <li data-bbox="757 671 2063 742">• We recognise the need for some flexibility with this timescale for the first two partnerships inspected after the restart, given all the ongoing challenges from the covid-19 pandemic.</li> <li data-bbox="757 746 2114 817">• We will meet with each partnership in <b>week one</b> to brief them about how we will carry out the inspection.</li> <li data-bbox="757 821 2107 892">• We will provide partnerships with documentation about the inspection at the earliest possible stage.</li> <li data-bbox="757 896 2114 967">• We will send out at the notification stage, documentation on the information return we require partnerships to submit. <b>Partnerships have four weeks to complete the return.</b></li> <li data-bbox="757 971 2175 1153">• We will send our staff survey to partnerships along with guidance on how partnerships should administer the staff survey to the specified groups of partnership staff. We will liaise with partnerships at an early stage about their conducting the staff survey. Inevitably, partnerships will have questions after they are formally notified that they will be inspected. We will provide them with the contact details of joint inspection team staff who will respond to partnerships' questions.</li> </ul>

Subject	Guidance for partnerships
<p><b>Background, overview, and outline of streamlined and accelerated joint inspection programme</b></p>   	<ul style="list-style-type: none"> <li>• Scottish Ministers have requested that the Care Inspectorate, Healthcare Improvement Scotland, and Her Majesty’s Inspectorate of Constabulary in Scotland to carry out a joint inspection of adult support and protection in 26 partnership areas in Scotland. The Care Inspectorate will lead this programme.</li> <li>• This joint inspection follows on from the joint inspection of adult support and protection in six partnership areas published in July 2018<sup>1</sup>.</li> <li>• The purpose of this joint inspection is to seek assurance that adults at risk of harm in Scotland are supported and protected by existing national and local adult support and protection arrangements.</li> <li>• The scrutiny and assurance of ASP was originally designed to take place in two phases over five years. Phase 1 (2020-21) planned to deliver 26 local multi-agency ASP inspections that would focus on the assurance of local ASP practice and processes. Phase 2 (2022-24) of this programme would be informed by the findings of Phase 1.</li> <li>• <b>Covid-19 pandemic</b> – the foregoing has been affected by it and the associated restricted period. In conjunction with the Scottish Government and other stakeholders, we have re-engineered phase one of our programme to take account of the exigencies of the covid-19 pandemic. <a href="#">Streamlinedmethodology</a></li> </ul> <div data-bbox="757 943 2172 1142" style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <pre> graph LR     A((Wk 1 P/ship briefing)) --&gt; B((Wks 1-4 P,ship gathers records for file reading))     B --&gt; C((Wk 5 Remote file reading week))     C --&gt; D((Wks 6-9 Report prep phase))     D --&gt; E((Wk 10 PD 2 &amp; factual accuracy check rept))     E --&gt; F((Wk 12 Embargoed report issued to p.ship))     F --&gt; G((Wk 13 Report published on websites))             </pre> </div> <p><i>Key points for p,ship in 13wk fprint</i></p>

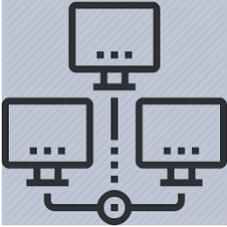
<sup>1</sup> <https://hub.careinspectorate.com/media/3402/review-of-adult-support-and-protection-report.pdf>

Subject	Guidance for partnerships
<p><b>Background, overview, and outline of streamlined and accelerated joint inspection programme, continued.</b></p>    	<p><b><u>Streamlined and accelerated methodology</u></b></p> <p>The key elements of our streamlined and accelerated programme for joint inspection of adult support and protection are:</p> <ul style="list-style-type: none"> <li>• The time taken for the inspection of each partnership is considerably shortened from 20 weeks to 13 weeks.</li> <li>• For partnerships this means: <ul style="list-style-type: none"> <li>○ Inspection report will be delivered in 13 weeks rather than 20 weeks.</li> <li>○ Partnerships will only require to deploy staff to service the main part of the inspection for 13 weeks rather than 20 weeks.</li> <li>○ A streamlined process for submission of supporting evidence</li> <li>○ Our staff survey and arrangements for sampling of records of adults at risk of harm will be carried out “in batch” for a number of partnerships before the main 13-week period of each inspection commences.</li> <li>○ More time (one week) to gather the electronic records of adults at risk of harm we will read remotely.</li> <li>○ Scope to afford partnerships with flexibility with the overall scheduling of our inspection programme.</li> </ul> </li> </ul> <div style="text-align: center; margin-top: 20px;">  </div> <p style="text-align: center; margin-top: 10px;"><i>Key elements of streamlined process 1</i></p>

Subject	Guidance for partnerships
<p><b>Impact of the covid-19 pandemic on adults at risk of harm, and partnerships compliance with the Scottish Government’s covid-19 additional guidance for adult support and protection.</b></p> 	<ul style="list-style-type: none"> <li>• The Scottish Government has requested these joint inspections now consider the impact of the covid-19 pandemic and the associated restricted period of adults at risk of harm. And partnerships’ compliance with the covid-19 additional guidance<sup>2</sup>. To meet this request proportionately, we have augmented:               <ul style="list-style-type: none"> <li>○ Our staff survey with some questions about the impact of the covid-19 pandemic.</li> <li>○ Our file reading template for scrutiny of the records of 50 adults at risk of harm to include some questions related to the covid-19 pandemic and associated restricted period.</li> <li>○ The agenda for our partnership briefing to include questions about covid-19 pandemic.</li> <li>○ Our process of engagement with staff to include an online focus group with partnership staff to discuss the impact of the covid-19 pandemic.</li> <li>○ We will also meet with senior managers to discuss the impact of the pandemic with them.</li> </ul> </li> <li>• <b>It is important to stress the fundamentals of our joint inspection methodology are unchanged, and the covid-19 augmentations are proportionate and appropriate.</b></li> <li>• We have substantially amended our joint inspection approach, so that <b>all</b> our contact and engagement with partnerships subject to a joint inspection will be remote – mainly utilising online applications such as Microsoft Teams. All our actions in this regard will be commensurate with Scottish Government and public health guidance. We will keep these arrangements under constant review.</li> </ul>
<p><b>What do we mean by adult protection partnership?</b></p> 	<ul style="list-style-type: none"> <li>• Here is our definition of adult protection partnership.</li> <li>• The focus of our joint inspection will be the contributions of social work, Police Scotland, and health to keeping adults at risk of harm safe, and how they work collaboratively to do this. Please refer to <b>Document 1</b> (Definition of adult protection partnership) utilising the link on Page 1.</li> </ul>

<sup>2</sup> <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/04/coronavirus-covid-19-adult-support-and-protection-guidance/documents/coronavirus-covid-19-additional-adult-support-and-protection-guidance/coronavirus-covid-19-additional-adult-support-and-protection-guidance/govscot%3Adocument/Additional%2BNational%2BASP%2BCovid%2B19%2BGuidance%2BFINAL%2BVERSION.pdf>

Subject	Guidance for partnerships
<p data-bbox="185 300 723 384"><b>Revised inspection schedule 2021-22.</b></p> 	<ul data-bbox="752 272 2177 758" style="list-style-type: none"> <li>• We originally created a two-year inspection schedule that allows us to inspect 26 partnerships in two years (2020-21). <b>We have revised this to take account of the exigencies of the covid-19 pandemic.</b></li> <li>• The revised streamlined and accelerated schedule is based on a <b>13-week timescale</b> for the inspection of each adult protection partnership.</li> <li>• This inspection schedule is configured around the 13 risk and concern hubs. We will minimise impact upon each hub’s business continuity by concurrent inspections of partnerships served by hub (<i>see embedded map showing location of concern hubs</i>).</li> <li>• <b>For your partnership</b>, we will inspect concurrently the other partnerships that relate to the same concern hub you do. Unless of course there are no other partnerships affiliated to your concern hub. The other consideration is we will not be inspecting partnerships we inspected in 2017 for Joint Inspection of Adult Support and Protection Report (published July 2018). Please refer to <b>Document 2</b> (Concern Hubs) utilising the link on Page 1.</li> </ul>
<p data-bbox="185 831 636 863"><b>Partnership notification letter</b></p> 	<ul data-bbox="752 799 2177 1023" style="list-style-type: none"> <li>• Copy of this letter to relevant partnership senior managers. Contains key dates.</li> <li>• Request for partnership to appoint an <b>inspection coordinator</b> (from the local authority) a <b>health liaison person</b>, for making health records available to us. And a <b>police liaison officer</b>.</li> <li>• Details of briefings and professional discussions with the partnership.</li> <li>• Several accompanying documents including – file sampling arrangements, submission of supporting evidence.</li> </ul>

Subject	Guidance for partnerships
<p data-bbox="188 304 611 376"><b>Scrutiny partners' statutory powers</b></p>  	<ul data-bbox="757 277 2184 906" style="list-style-type: none"> <li>• Our statutory powers enable us to require partnerships to make social work, health, and police records available to us pursuant to Section 115 of the Public Services Reform (Scotland) Act 2010<sup>3</sup> and the associated regulations pertaining to joint inspections (see embedded document). Section 117 of the foregoing Act sets out what regulations make provision for.</li> <li>• As a result of the covid-19 pandemic and the associated restrictions, we wish to explore with partnerships how they can make the requisite social work, health, and police records, for adults at risk of harm, available to us electronically and off-site – i.e., without the need for us to carry out analysis of the records <b>on partnership premises</b>.</li> <li>• There are a number of precedents for partnerships making records for individuals available to us electronically and off-site, e.g., Scottish Children's Reporter Administration (SCRA) records for children referred to children' hearings.</li> <li>• There are several ICT applications, such as Microsoft SharePoint and Egress, which can facilitate straightforward and secure remote access to records.</li> <li>• At a very early stage of the joint inspection, we will meet remotely with the partnership to discuss the technicalities how they can securely make the records we require available to us remotely, and without the need for specific on-site presence by our joint inspection team. Please refer to <b>Document 3</b> (file reading regulations) utilising the link on Page 1)</li> </ul>

<sup>3</sup> <http://www.legislation.gov.uk/asp/2010/8/part/8/crossheading/joint-inspections>

Subject	Guidance for partnerships
<p data-bbox="185 300 703 373"><b>What we will inspect and how will we do it?</b></p> <div data-bbox="273 430 616 592">   </div>	<ul style="list-style-type: none"> <li data-bbox="757 272 2190 379">• We will scrutinise partnerships' <b>key processes</b> (duty to inquire, investigation, management of risk etc) to ensure adults at risk of harm are safe, protected and supported. We will look at <b>leadership</b> for adult support and protection within the partnership.</li> </ul> <p data-bbox="757 421 1003 456"><i>Our methodology</i></p> <ul style="list-style-type: none"> <li data-bbox="757 497 2190 790">• Our joint inspection will encompass: <ul style="list-style-type: none"> <li data-bbox="846 534 1960 569">○ scrutinise the social work, police, and health records of adult at risk of harm</li> <li data-bbox="846 571 2056 606">○ scrutinise the recordings of duty to inquire episodes related to adult at risk of harm</li> <li data-bbox="846 608 1635 643">○ survey of staff within the adult protection partnership</li> <li data-bbox="846 644 2105 715">○ analysis of documentary evidence and a succinct position statement submitted by the partnership.</li> <li data-bbox="846 716 2094 786">○ discussions with frontline staff and senior managers about the impact of the covid-19 pandemic.</li> </ul> </li> <li data-bbox="757 794 2190 865">• For the quality indicators and quality illustrations developed for this joint inspection please refer to <b>Document 4</b> utilising the link on Page 1.</li> </ul>

Subject	Guidance for partnerships
<p><b>Size of the sample of records</b></p> 	<ul style="list-style-type: none"> <li>• 50 adults at risk of harm whose adult protection journey have proceeded to the investigation stage and beyond. We will read the social work, health, and police records for these adults at risk of harm. We will require 15 reserve adults at risk of harm and their social work, police, and health records.</li> <li>• 40 adults at risk of harm who have been subject to initial inquiry and the partnership decided to take no further adult protection related action. We will only read the partnership's recordings of the initial inquiry episode for this sample. We do not require any reserve cases.</li> <li>• Our sample will be stratified for person characteristics and type of harm.</li> <li>• We provide detailed guidance and return spreadsheets for partnerships.</li> </ul> <p><b><u>Impact of covid-19 pandemic</u></b></p> <ul style="list-style-type: none"> <li>• We will scrutinise the records for a small number of adults at risk of harm whose adult protection concern was raised during the covid-19 restricted period which started on (23, March 2020). And the partnerships' subsequent actions – initial inquiry, investigation, case conference, commencement of adult protection plan – all took place during the restricted period as previously defined. We will also scrutinise a small number of recordings of initial inquiry episodes, where the initial inquiry took place during the defined restricted period.</li> </ul> 

**Subject**

**Making police records available to us remotely.**



**Guidance for partnerships**

- We have created a police record tracker for partnerships to show which police records they submit for each of the 50 adults at risk of harm in our sample.

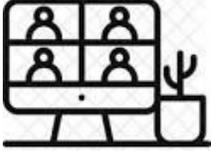
*Police record tracker*

STORM Command & Control Incident	Interim VPD	Crime Management Record	IRD or equivalent record	Case Conference Record	Management of Risk Documentation	Other (please state)
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Subject	Guidance for partnerships
<p><b>Making relevant health records available to us remotely</b></p>  	<ul style="list-style-type: none"> <li>• This section has been developed to support staff who have been identified as the NHS liaison person for the purposes of the joint inspection. The information covers the main points relevant to the local NHS Board participation in the joint inspection. If more information is required, please do not hesitate to contact the Healthcare Improvement Scotland senior inspector allocated to your partnership inspection (contact details will be provided at the partnership discussion meeting).</li> <li>• A key role for the designated NHS liaison person will be to identify and arrange access to health case files which are likely to include relevant adult support and protection (ASP) information. This task will span the full range of health services in both Health and Social Care Partnerships and acute NHS services. The assistance of others such as medical records personnel or NHS IT staff may be required, and this will be for the NHS liaison person to identify locally.</li> <li>• The number of files or amount of information available may be significant and to assist in the management of this the NHS liaison person is asked to arrange access to only the most relevant health files. Due to the complex nature of health services and records it is not possible to be prescriptive about the records that should be made available. This will vary depending on both the health systems in use in the ASP Partnership area in addition to the sample characteristics. For the purposes of this exercise, the definition of relevant health files is one which is likely to contain information or communication about ASP processes, which is or has been active within the previous two years and/or where information may be recorded that identifies risk of harm (in relation to ASP) and the subsequent health response to this.</li> <li>• Partnerships are not required to check the record for relevant adult protection information.</li> <li>• We recognise that pertinent health information may be recorded in any health record, however, please note that it will only be from the health information made available that data will be taken from. A template, known as the health tracker, has been developed to assist with this activity. Completing the tracker will provide an easy reference for the files that an adult at risk of harm has e.g., mental health file, learning disability file, anticipatory care plan etc. and the decision-making process relating to which files were submitted for reading. An example of the tracker is included at the end of this guidance.</li> <li>• <b>Please note for phase 1 of the joint inspection of ASP GP records will not be included.</b></li> </ul>

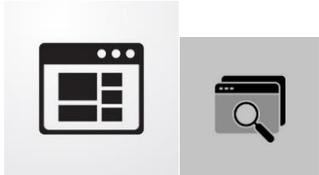
Subject	Guidance for partnerships
<p><b>Making relevant health records available to us remotely</b></p>  	<p>The health records most likely to contain relevant adult support and protection information are:</p> <ul style="list-style-type: none"> <li>• Records for the service where the ASP concern was initiated by health,</li> <li>• Mental health records (e.g. nursing, AHP and/or psychiatry),</li> <li>• Learning disability records (e.g. nursing or AHP and/or psychiatry),</li> <li>• Older adults health records (e.g. nursing, AHP and/or psychiatry),</li> <li>• Addiction and recovery service records,</li> <li>• Emergency department letters and/or acute admissions discharge letters. Particularly where an adult at risk of harm has had multiple presentations to emergency departments with conditions which may relate to adult protection</li> </ul> <p>This list is for guidance and is not exhaustive.</p> <p>If the partnership determines any adult at risk of harm has any other health records that contain <b>relevant adult protection related material</b> these records should also be made available to the inspection team.</p> <p>Where an individual has had significant input from a health service during the two-year time frame for example learning disability or mental health service it is expected this record is made available. If a decision is made not to submit this record, please record the reason on the health tracker. Please note it is not necessary to submit information such as standalone appointment dates/ times with no further information, generic blood results or ECG results.</p>

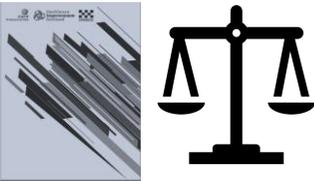
Subject	Guidance for partnerships																						
<p><b>Making relevant health records available to us remotely - continued</b></p>  	<div data-bbox="1133 268 1720 804" style="border: 1px solid black; padding: 5px;"> <p><b>Health files most likely to have relevant ASP info</b></p> <ul style="list-style-type: none"> <li>Records for service where the ASP concern was initiated by health,</li> <li>Older adults health records (e.g. nursing, AHP &amp;/or psychiatry)</li> <li>Mental health records (e.g. nursing, AHP &amp;/or psychiatry),</li> <li>Learning disability records (e.g. nursing or AHP &amp;/or psychiatry),</li> <li>Emergency dept letters &amp;/or acute admissions discharge letters.</li> <li>Addiction &amp; recovery service records,</li> </ul> </div> <p><b>Health record tracker</b></p> <table border="1" data-bbox="748 842 2181 1075"> <tr> <td style="background-color: #d9e1f2;">CHI</td> <td>Mental health services</td> <td>Addiction and recovery services</td> <td>Learning disability services</td> <td>Older adult services</td> <td>Allied health professionals</td> <td>District nurse services</td> <td>Acute in-patient</td> <td>Emergency departments</td> <td>Anticipatory care plan</td> <td>other - please state</td> <td>Decision re submission or no submission</td> </tr> </table>											CHI	Mental health services	Addiction and recovery services	Learning disability services	Older adult services	Allied health professionals	District nurse services	Acute in-patient	Emergency departments	Anticipatory care plan	other - please state	Decision re submission or no submission
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Subject	Guidance for partnerships
<p data-bbox="188 304 573 416"><b>Remote briefings for the partnership and remote professional discussions</b></p>  	<ul style="list-style-type: none"> <li>• At an early stage of the joint inspection, we will meet <b>remotely</b> with senior managers from across the adult protection partnership – social work, health, and police to brief them about the joint inspection of adult support and protection.</li> <li>• We will meet remotely with the partnership’s appointed coordinator, health liaison person, and police liaison officer to discuss all aspects of the joint inspection and answer any of their questions. This is an early opportunity to discuss all our detailed case file sampling arrangements, arrangements for remote file reading, and arrangements for our staff survey.</li> <li>• After our remote file reading, we will provide partnerships with electronic copies of the data from             <ul style="list-style-type: none"> <li>○ <i>our staff survey</i></li> <li>○ <i>our analysis of partnership’s handling of initial inquiries</i></li> <li>○ <i>our main file reading analysis.</i></li> </ul> </li> <li>• Following our remote file reading, we will meet remotely with the partnership to discuss our joint inspection findings.</li> <li>• All remote meetings will take place using Microsoft Teams. If for any reason this is not feasible for a partnership, we will use another method such as teleconference.</li> </ul>

Subject	Guidance for partnerships
<p data-bbox="188 304 685 336"><b>Analysis of supporting evidence</b></p> 	<ul style="list-style-type: none"> <li>• We have a supporting evidence request document for partnerships.</li> <li>• Partnerships should submit <b>best evidence not all evidence</b>.</li> <li>• We will ask partnerships to submit a <b>succinct position statement</b>. We will provide guidance on format and content. This will now include details of the partnership’s responses, in respect of adult support and protection, to the covid-19 pandemic.</li> <li>• We will provide full details of how partnerships should submit supporting evidence to us remotely.</li> <li>• HMICS supported Police Scotland to develop an inspection toolkit which acknowledges national structure and localism.</li> <li>• We ask partnerships to populate our template (provided) with details of their stated timescales for the completion of various elements of adult protection activity – initial inquiries, investigations.</li> <li>• We ask partnerships for a succinct position statement that outlines their position in respect of key processes for adult support and protection (Q1 1) and leadership for adult support and protection (Q1 2). <b>Partnerships should not provide a self-evaluation for these areas.</b></li> </ul>
<p data-bbox="188 874 376 906"><b>Staff survey</b></p> 	<ul style="list-style-type: none"> <li>• We will conduct a staff survey that is about adult support and protection.</li> <li>• We will provide guidance about staff who should be surveyed and how staff should complete the survey.</li> <li>• Provider organisations should take part in the staff survey.</li> <li>• <b>We have augmented our staff survey with some questions about the impact of covid-19 pandemic.</b></li> <li>• The survey will be conducted using an on-line survey tool Smart Survey.</li> <li>• We will provide partnerships with a link to our survey tool.</li> <li>• The staff survey will be opened for three weeks.</li> <li>• You will receive a staff survey progress report on the number of completed surveys on week two.</li> </ul>

Subject	Guidance for partnerships
<p><b>Size and composition of joint inspection teams</b></p> 	<ul style="list-style-type: none"> <li>• One HMICS officer.</li> <li>• One or two HIS inspectors.</li> <li>• Team leader and one other Care Inspectorate strategic inspector.</li> <li>• One practitioner inspector.</li> <li>• Unfortunately, due to the aftermath of the covid-19 pandemic and the need to remotely access and scrutinise the records of adults at risk of harm it will not be possible for us to deploy <b>associate inspectors</b> or <b>local file readers</b>. We will keep this under review going forward.</li> <li>• All file readers will read across the social work, health, and police records for adults at risk of harm whose adult protection journey has reached the stage of investigation and beyond.</li> </ul>
<p><b>Leadership of joint inspection teams</b></p> 	<ul style="list-style-type: none"> <li>• The first two stages (one stage per risk and concern hub) of the overall joint inspection – commencing in January 2020 – will have two team leaders per stage. One team leader will lead one joint inspection team and be responsible for the preparation and publication of one joint inspection report.</li> <li>• It is possible that our arrangements for leadership of our joint inspection teams will change as the programme of joint inspections progresses.</li> </ul>

Subject	Guidance for partnerships
<p><b>Remote access to the social work, health, and police records of adults at risk of harm. And remote access to the recordings of initial inquiry episodes.</b></p> 	<ul style="list-style-type: none"> <li>• In line with the section about our powers to access personal records <u>Powers</u>, we have sought an overarching agreement from partnerships that they will make personal records available to us remotely – that is, electronically and without the requirement for us to deploy inspectors on-site.</li> <li>• The foregoing is subject to a Data Protection Impact Assessment (DPIA)</li> <li>• Partnerships can make records remotely available to us securely and efficiently by:             <ol style="list-style-type: none"> <li>1) Placing sampled records in the partnership’s SharePoint repository, Egress repository, or equivalent, and giving the joint inspection team time-limited secure access to the repository. We have secured an overarching agreement that police records will be made available to us using Egress.</li> <li>2) Uploading the personal records sampled to the Care Inspectorate’s SharePoint repository.                 <ul style="list-style-type: none"> <li>○ The foregoing two options are our preferred or default position. <b>We have successfully carried out remote access to a full suite of social work, health, and police records for a joint inspection of adult support and protection.</b> And the use of SharePoint, Egress or equivalent is the optimal method of accessing records remotely.</li> </ul> </li> </ol> </li> <li>• We have online frequently asked questions guidance for partnerships on use of data sharing platforms for remote access to records.  <a href="https://www.careinspectorate.com/images/Adult_Support_and_Protection/Guidance_for_remote_access_to_files.pdf">https://www.careinspectorate.com/images/Adult_Support_and_Protection/Guidance_for_remote_access_to_files.pdf</a> </li> <li>• <b>When records are placed on SharePoint, material should relate to <u>two years</u> prior to the date the joint inspection team issue the sample to the partnership, and they start the process of uploading records. If start date for ASP activity is <u>earlier</u>, then the partnership should submit material from date adult protection activity commenced.</b></li> <li>• If relevant, partnerships should submit social work case notes going back two years.</li> <li>• The partnership should have given prior consideration as to how they will make the records of adults at risk of harm, and the recordings of initial inquiry episodes available to us remotely.</li> <li>• At the earliest possible stage in the joint inspection, we will convene a remote meeting with the partnership to discuss the detailed arrangements for the partnership to submit records to us remotely. It may be that more than one such remote meeting is necessary.</li> <li>• Guidance for partnerships using the Care Inspectorate’s SharePoint repository <b>(Document 5)</b> can be found utilising the link on Page 1.</li> </ul>

Subject	Guidance for partnerships
<p data-bbox="188 300 629 373"><b>Reporting and evaluations in report</b></p> 	<ul data-bbox="757 272 2175 496" style="list-style-type: none"> <li>• We will publish a succinct report of our joint inspection findings at the end of the 13-week period. This will be published on the scrutiny partners' websites</li> <li>• Partnerships will have the opportunity to check the report for factual accuracy prior to publication</li> <li>• The contents of our report will mainly be the data for our scrutiny of the records of adults at risk of harm and the staff survey. There will be an accompanying analytical narrative</li> <li>• We will ask partnerships for an improvement plan for areas for improvement we identify.</li> </ul> <p data-bbox="757 539 936 568"><b>Evaluations</b></p> <p data-bbox="757 612 2175 683">Our reports will <b>not</b> provide evaluations using the standard six-point scale, rather they will provide concise judgements on progress with key processes for adult support and protection and leadership.</p> <p data-bbox="757 724 1055 753"><b>Progress statement</b></p> <p data-bbox="757 798 2175 868">To provide Scottish Ministers with timely high-level information, our joint inspection reports include a statement about the partnership's progress in relation to our two key questions:</p> <ul data-bbox="757 912 2018 983" style="list-style-type: none"> <li>• How good were the partnership's key processes for adult support and protection?</li> <li>• How good was the partnership's strategic leadership for adult support and protection?</li> </ul> <p data-bbox="757 1027 1413 1056"><b>Range of answers to our two key questions</b></p> <p data-bbox="757 1062 2163 1129">Very effective and demonstrated major strengths supporting positive experiences and outcomes for adults at risk of harm</p> <p data-bbox="757 1174 2130 1244">Effective with areas for improvement. There were clear strengths supporting positive experiences and outcomes for adults at risk of harm, which collectively outweighed the areas for improvement</p> <p data-bbox="757 1289 2175 1347">important areas of weakness that could adversely affect experiences and outcomes for adults at risk of harm. There were substantial areas for improvement</p>