

Brent Multi-agency Adult Protection Committee ANNUAL REPORT APRIL 2005 – MARCH 2006





Message from the Chair:

I am delighted to introduce the second annual report of the Brent Multi-agency Adult Protection Committee.

This report focuses on the work that has been carried out in Brent over the 2005- 06 financial year. We have achieved an incredible amount in the past 12 months and I would like to thank all our partner agencies for their support and commitment.

We have seen a continued increase in the awareness of Adult Protection work over the past 12 months and this has included:

- A significant increase in the number of referrals of alleged abuse across all service unit areas
- The appointment of an Acting Adult Protection Coordinator
- Multi-agency training across all staff levels and partner agencies
- Participation in a Department of Health/Action on Elder Abuse project on data monitoring
- The publication of *Safeguarding Adults- a national framework of standards for good practice and outcomes*

Although we are able to look back on the past year with a sense of achievement we still have much to accomplish in the coming year. I am sure however, with the continued support of our partner agencies, we will be able to meet the objectives set for the 2006 -07 year.

Christabel Shawcross
Chair
Brent Adult Protection Committee

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Executive Summary

1 This is the second annual report of Brent's Multi-agency Protection Committee and covers the period April 2005 – March 2006.

2 The report sets out the background to the protection of vulnerable adults whilst identifying national developments, reviews the progress within Brent and identifies issues and action plans for the coming year.

3 In Brent:

3.1 During 2005/2006 there have been 131 referral of alleged abuse of vulnerable adults. This is an increase of over 80% on the 2005/06 year.

- Just under half of the reported victims of alleged abuse were older people
- 62% of alleged victims were women
- Almost half the alleged victims were white British, white Irish or white other
- The greatest single cause of alleged abuse was physical, followed by financial
- 41% of alleged abuse took place in the client's own home
- 32 % of the alleged perpetrators were care professionals, a significant decrease compared to the 2004/05 year
- 34% of the completed cases were substantiated

3.2 The policy and procedures, including Addendum 1 and guidance on Forced Marriages have continued to be promoted throughout the borough via a range of communicate methods.

3.3 The multi-agency Adult Protection Committee continues to meet quarterly and the Operational Sub-group of the Adult Protection Committee has been meeting on 6 -8 week basis.

3.4 Membership of both the Adult Protection Committee and the Operational Sub-group has been consolidated over the past year and there is now representation from a variety of agencies and this continues to be consolidated.

3.3 The Adult Protection team, which is based within the Older People Services of Housing and Community Care, appointed an Acting Adult Protection Coordinator in October 2005. The appointment to this role has assisted with ensuring promotion of Adult Protection within Brent and has also provided a resource for multi-agencies partners at an operational level.

3.4 Brent, following recommendation by the Commission for Social Care Inspectorate as an example of good practice, was a pilot borough for the Action on Elder Abuse/Department of Health project to develop a national monitoring and reporting process. The outcomes from the project were reported at the Action on Elder Abuse national conference in March 2006 and examples of good practice in Brent were highlighted especially the strong link with Domestic Violence services.

4 Nationally:

4.1 There have been a number of key developments over the past year which have impacted at a local level and are envisaged to shape the future of Adult Protection Procedures at a local level.

4.1 The launch of the Association of Directors for Social Services *Safeguarding Adults- A national framework of standards for good practice and outcomes in adult protection work* in October 2005, whilst not statutory requires full consideration by the Adult Protection Committee.

4.2 The publication of the Action on Elder Abuse/Department of Health pilot project on a national data collection in which Brent was a pilot borough.

4.3 The introduction of the *Safeguarding Vulnerable Adults Bill* which will underpin the implementation of the new Vetting and Barring List.

Annual Report

1 Introduction

1.1 This is the second annual report of the Brent Multi-Agency Adult Protection Committee and covers the period April 2005 – March 2006. It sets out the background to the protection of vulnerable adults, reviews developments both nationally and locally, reviews the progress within Brent and identifies key issues and development plans. The report also includes audit requirements set out in *No Secrets* and Brent's multi-agency policy and procedures.

1.2 The first annual report focused on the development of Adult Protection in Brent, audit requirements for Adult Protection development plans.

2 Background

2.1 National

2.1.2 *No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse* was issued by the Department of Health in March 2000 with the expectation that this be developed and implemented at a local level

2.1.2 The Guidance was set out under six headings

- Defining who is at risk and in what way
- Setting up an inter-agency framework
- Developing inter-agency policy
- Main elements of strategy
- Procedures for responding to individual cases
- Getting the message across

Unlike child protection, there is no specific legislation currently for the protection of vulnerable adults

2.2 Brent

2.2.1 The multi-agency Adult Protection Committee was set up in November 2002 as a steering group and following the formal launch of the *Protection of Vulnerable Adults in Brent – multi-agency policy and procedures* in November 2003 this was established into the Brent Adult Protection Committee.

3 Key Developments during April 2005 – March 2006

3.1 Nationally

3.1.1 In October 2005 the Association of Directors of Social Services published the good practice document *Safeguarding Adults- - A national framework of standards for good practice and outcomes in adult protection work*.

3.1.2 *Safeguarding Adults* comprises of eleven sets of good practice standards which are incorporated into the following broad themes;

- Joint Planning and Capability
- Prevention of Abuse and Neglect
- Responding to Abuse and Neglect
- Access and Involvement

3.1.3 Within the Spring 2005 Delivery Improvement Statement there were requirements for Housing and Community Care to report on whether there is a multi-agency committee that publishes an annual report which includes information on the number of referrals, the number of adult protection meetings, and the number of cases where adult protection issues were confirmed.

3.1.4 The Spring Delivery and Improvement Statement included more in-depth questions relating to Adult Protection including questions relating to staff training as well as referral statistics.

3.1.5 February 2006 saw the introduction into parliament of the Safeguarding Vulnerable Adults Bill, this will underpin the implementation of the new Vetting and Barring list which will replace the Protection of Vulnerable Adult (POVA) List and incorporate other existing lists. It is expected to be implemented in the 2007/08 year.

3.1.6 The Action on Elder Abuse/Department of Health 2 year pilot project, of which Brent were a part of, was reported at the Action on Elder Abuse national conference in March 2005.

3.1.7 There were three main recommendations from the pilot project

- The introduction of a national Adult Protection data monitoring system
- The introduction of a national Adult protection performance indicator across both health and social care
- Consideration to be given to the introduction of new legislation to accord Adult Protection the same status as child protection.

3.2 Brent

3.2.2 The appointment of an Acting Adult Protection Coordinator in October 2005 has consolidated the Adult Protection Team based within the Older People Services Unit of Housing and Community Care. It is hoped that a permanent appointment for an Adult Protection Coordinator will occur in early 2006.

3.2.3 An awareness day held in November 2005 in conjunction with Domestic Violence to help eliminate violence and abuse against women and vulnerable adults. This day saw the launch of the Council's Domestic Violence Strategy and the first Annual Report of the Adult Protection Committee. It was well attended by multi-agency partners.

3.2.4 The publication and distribution of an update to Brent's multi-agency policy and procedures (Addendum 1) and specific guidance relating to Forced Marriages.

3.2.5 Brent was a pilot borough for the Action on Elder Abuse/Department of Health data monitoring project. The report highlighted examples of good practice within Brent Adult Protection, especially the strong links with Domestic Violence services.

3.2.6 A significant increase in the referrals was seen in the 2005/06 period with an increase of nearly 80% compared to the 2004/05 period. There was also a significant decrease in the number of substantiated allegations made against care professionals in this period compared to last.

4 Progress on Priorities set for 2005 – 2006

This section is set out to reflect the agreed aims and objectives and report on progress and outcomes within the Adult Protection Work Plan 2005/2006.

4.1 Develop, monitor, review and evaluate the policy and procedures and operational practices

To ensure that both local and national changes are reflected in the Adult Protection Policy and Procedures, Addendum 1 was published in 2005. This document was disseminated to all partner agencies in Brent. Addendum 2, which incorporated guidance on Serious Case Review, was compiled and is due for dissemination during the 2006/07 year.

A full review of the Multi-agency Adult Protection Policy and Procedures was due to begin in March 2006. It has been agreed that this is an ambitious task and currently forms part of the work plan for the 2006/07 year with an initial scoping exercise to be undertaken by the Acting Adult Protection Coordinator.

Sub- groups of the Adult Protection Committee, including Training, Monitoring and Policy and Practice remain to be established. It has been noted that it may be appropriate to re-evaluate the role of the Operational Sub-group to determine the capacity of this group to look at the working group requirements.

4.2 Ensure Equality Issues are addressed

An Equality Impact Assessment has been undertaken on the Adult Protection Multi-agency Policy and Procedures which has shown that there is no adverse impact on vulnerable adults. The policy and procedures are designed to have a positive impact.

The information compiled within the Adult Protection referrals has enabled the Adult Committee to begin to understand which groups of clients may need further support to ensure understanding of the Adult Protection policy and procedures.

The need to meet with Black and Ethnic Minority groups to raise awareness of Adult Protection will be a priority for the Adult Protection Coordinator in the 2006/07 year.

4.3 Oversee implementation and working of Adult Protection policy and procedures, including publication, distribution and admin of document

To ensure promotion of Adult Protection within Brent there was agreement to reprint the Adult Protection Leaflets during the 2005/06 year. It was also established that to promote and highlight Adult Protection within agencies an Adult Protection Poster was required. Both the leaflets and poster were printed and widely distributed to partner agencies.

The production of the first annual report has also assisted with highlighting Adult Protection within Brent. The first annual report was presented to the Executive Committee in November 2005 and then at the Health and Social Care Scrutiny panel in January 2006

Details of the distribution of all documents are available from the Adult Protection team, as well as further copies of the leaflet, poster and the first annual report.

4.4 Ensure consistency of aims and operational practices

4.4.1 Training

The Adult Protection Committee had developed a training strategy for the 2005/06 year which incorporated a number of multi-agency training sessions (see Appendix 1).

The Adult Protection Committee utilised some of the remaining NHS Workforce Confederation grant for multi-agency training during 2005/06. The development of a pooled training budget did not eventuate during the 2005/06 and as such partner agencies of the Adult Protection Committee were advised to ensure that their agency allocates sufficient funds for Adult Protection training.

Over 190 multi-agency training places were offered in the 2005/06 year on a range of topics. Attendance has been disappointing in that almost 30% of places were not taken-up, often due to people booking places but not attending. The Adult Protection Committee had previously decided that agencies were to be charged when they booked training places and did not attend. To date this has not been implemented, however it needs to be reconsidered given the poor attendance at training.

The Acting Adult Protection Coordinator has been able to supplement the multi-agency training by presenting at a number of forums to raise awareness regarding Adult Protection in Brent;

- Home care provider forum at a Commission for Social Care Inspectorate (CSCI) event in conjunction with Harrow Adult Protection
- Residential/Nursing Home forum at a Commission for Social Care Inspectorate event
- Community Safety Training events for social care, police and fire staff
- Supporting People Forum

The training materials that are held by the Adult Protection Team have been borrowed by partner agencies to provide their own training. Feedback from agencies who have borrowed these has been positive.

4.4.2 Close Links with London and National Networks

The Acting Adult Protection Coordinator has been an active member of the London Adult Protection Network since appointment in October 2005. Prior to this the Adult Protection Committee ensured that Brent was represented by the Adult Protection Support Officer. Attendance at these meetings has enabled Brent to benefit and build on existing practice and policies by learning from other authorities.

As a pilot authority in the Action on Elder Abuse/Department of Health project Brent was invited to attend the Action on Elder Abuse National Conference. The conference was attended by both the Acting Adult Protection Coordinator and the Adult Protection Support Officer. Attendance at this event was a valuable experience for Brent as it allowed opportunities to learn about national initiatives and to also promote the good practices within Brent. It has also allowed links with boroughs outside of London to be established.

The Adult Protection Committee, via the Acting Adult Protection Coordinator benefits from being a member of Action on Elder abuse and Practitioner of Alliance Against Abuse (PAVA)

4.5 Act as reference group for resolution of issues involving interpretation of policies and practices across agencies

The Adult Protection Committee has met quarterly with formal agendas and minutes and the Operational Sub-group has met six to eight weekly. Standard Agenda items have been incorporated into both the Adult Protection Committee and the Adult Protection Operational Sub-group. This has enabled all multi-agency partners to have an opportunity to exchange information.

Representation on both the Adult Protection Committee and the Operational Sub-group has stabilised over the year. It incorporates representatives from the statutory, voluntary and private sector agencies, with no direct service user representation to date. There continues to be sporadic attendance from the health agencies and it is

hoped that over the coming year this can be consolidated and consistent attendance gained.

4.6 Actively promote the policy and procedures and good practices, making links with other agencies, private and voluntary sector and within statutory agencies

The Adult Protection Committee has promoted the multi-agency policy and procedures in a variety of ways over the past year.

A joint event with Domestic Violence in November 2005 was an opportunity to not only launch the first Annual Report but to also actively promote Adult Protection within Brent.

The appointment of an Acting Adult Protection Coordinator in October 2005 has enabled there to be a significant increase in the promotion of Adult Protection and has enabled regular attendance at the following;

- Domestic Violence Forum
- Domestic Violence Operational Group
- Health and Social Care Working group for Domestic Violence Forum
- Central North West London Adult Protection group
- London Adult Protection Network

The acting Adult Protection Coordinator has established links with Child Protection within Brent which has enabled closer working on individual cases.

4.7 Oversee development of information systems to support gathering information necessary to carry out evaluation of policy and practice

The Adult Protection referral form was finalised and distributed in June 2005. The referral form incorporated the requirements of the Action on Elder Abuse/Department of Health project of which Brent was a pilot borough.

The collation and analysing of the data relating to adult protection referrals was undertaken by the Adult Protection Support Officer who reported quarterly on the referrals of alleged abuse. The Adult Protection statistical reports were presented at both the Adult Protection Committee and the Operational Sub-Group for discussion.

Analysis of cases of alleged abuse through the referral and monitoring process (April 2005 – March 2006)

- 131 referrals received of alleged abuse of the vulnerable adult, an increase of nearly 80% on the year 2004-05
- 34% of allegations were substantiated
- Just under a half of referrals were older people (46%)
- 62% of alleged victims were women

- 47% of alleged victims were White British, White Irish or White other
- The greatest single type of abuse was physical (29%) followed by financial (28%)
- Single greatest place where alleged abuse took place was in the client's own home (41%); in 25% of cases alleged abuse occurred in a residential or nursing home.
- Single largest group of alleged perpetrators were family members (34%) followed by care professionals (32%).
- Of the completed cases 76% involved a tabled multi-agency strategy meeting, 7% of which proceeded with a case conference.
- Most usual outcome has been increased monitoring of client and providing training and supervision for the perpetrator
- There have been three new Establishment Concerns investigations instigated.
- One person has been prosecuted and the police have continued to play an active role in attending strategy meetings and conducting investigations
- The Adult Protection Committee is aware of one perpetrator being referred to the POVA list; however there is no obligation on providers to inform the Adult Protection Committee

Appendix 2 sets out further details of the referrals of abuse received and actions taken as a result. A full copy of the Annual Statistical report is available from the Adult Protection Team.

5. Operational Sub-Group

5.1 The Operational Sub-Group of the Adult Protection Committee met quarterly over the 05/06 period. Membership to this group has been consolidated over this time however there remains the requirement for consistent health representation.

5.2 Early on in the year the Operational Sub-group agreed an updated Adult Protection referral form. This form incorporated all elements required by the Action on Elder Abuse/Department of Health project on data monitoring and was disseminated to all partner agencies.

5.3 A number of agencies were invited to speak at the Operational Sub-group which has enabled greater understanding of Adult Protection across agencies. Strong links have been developed with the Department of Work and Pensions and this has been beneficial in investigating cases of alleged financial abuse.

5.4 This group has continued to discuss operational issues which have enabled good practices to be shared between agencies. It has also provided opportunities to review situations where there have been difficulties within cases and to learn from these.

6. Priorities for 2006 -2007

6.1 The Adult Protection Committee Work agreed in early 2006 is set out in Appendix 3. This was based on the annual joint meeting of the Adult Protection Committee and the Operational Sub-group.

6.2 The plan will be adjusted to take into account any national or local developments as they arise and will be reviewed regularly at the Adult Protection Committee for progress.

Appendix 1: Protection of Vulnerable Adults in Brent: Analysis of Multi-agency training attendance by service sector

Course	Date	OPS	PD	MH	LD	Health	Private/ Voluntary Sector	Other	Actual	Places Offered
Adult Protection for Community Care Services	11/04/05	8	5	4	2	0	0	0	19	20
No Secrets	28/02/06	0	1	6	5	0	0	0	12	16
No Secrets	09/03/06	2	0	6	5	0	0	4	17	16
POVA for Managers	24/06/2005	0	0	0	11	0	0	1	12	20
Investigating for LD	21/04/2005	0	0	0	13	0	0	1	14	15
Briefings	20/05/05 am 20/05/05 pm								44 21	45 45
Achieving Best Evidence	25/11/06	2	2	1	4	0	0	0	9	10
Achieving Best Evidence	06/02/2006	2	2	1	4	0	0	0	9	10
TOTAL									135	197

Appendix 2: Referrals Summary April 2006 – March 2006

1 Introduction

1.1 The following data is based on Brent's agreed multi-agency Adult Protection Policy and Procedures from referrals to social services and has been collated by Brent's Adult Protection Team. A full statistical report was distributed to the Adult Protection Committee in July 2006, and is available from the Adult Protection Team.

1.2 During April 2006 – March 2006

- 131 referrals were received, an increase of nearly 80% on last years figure of 73 – the highest numbers in November, January and March
- Over a third (34%) of all completed cases were substantiated by the POVA procedures
- Most usual outcome – increased training and supervision and/disciplinary action
- There was one know referral to the POVA list and one prosecution

1.3 Victims

- The majority of alleged abuse was against Older People (46%)
- 47% of all alleged victims were White British, White Irish or White Other
- 62% of all alleged victims were women

1.4 Types of abuse

- The main forms of abuse were physical (29%), financial (28%)
- 38% of all referrals concerned more than one type of abuse

1.5 Places of abuse

- 41% of abuse took place in the clients own home, in which the alleged perpetrator was either a Care Professional or Family Member
- 25 % of abuse took place in a nursing home or residential care

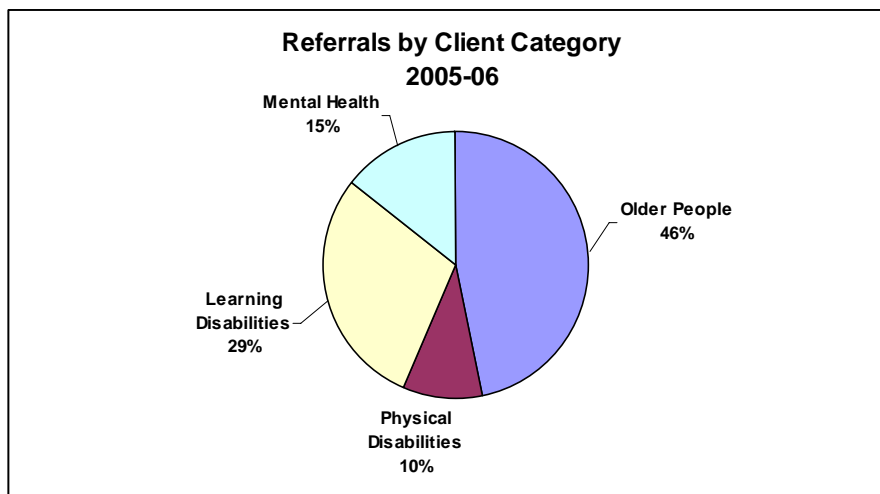
1.6 Alleged Perpetrators

- There were a total of 146 alleged perpetrators; 30% were Care Professionals and 32% were family members.
- Only 47% of referrals specified the ethnicity of the alleged perpetrator. Of these – 8% were White British, White Irish or other White Origin, 21% were Black British Caribbean and 14% were British Asian
- 51% of the known alleged perpetrators were men, and 49% women

1.7 Multi-agency involvement

- 76% of completed cases involved a multi-agency strategy meeting – 7% which proceeded to a case conference
- The majority of cases were referred by Community Care Services

2 Referrals by client Group



3 Referral Sources

Referral Source	Number of Cases Referred	% of Total
Council Complaints	2	2
CSCI	1	1
Day Centre	3	2
Police	8	6
Other Local Authority	5	4
Care Homes	17	13

Brent Mental Health Services	15	11
London Ambulance Service	2	2
Homecare Agency	3	2
Health(hospitals/nurses/GP)	11	8
College	2	2
Housing	21	16
Community	4	3
Brent Community Care Services	34	26
Other	3	2

4 Types of Abuse

Type of Abuse	Number	% of Total
Physical	57	29
Financial	54	28
Psychological	37	19
Neglect	26	13
Sexual	13	7
Institutional	9	5
Discriminatory	0	0

5. Places of Abuse

Place of Abuse	% of total	No. of cases
Nursing Home	12	16
Residential Home	18	24
Clients Home	41	54
Sheltered Accommodation	3	4
Supported Accommodation	7	9
Public Place	2	3
College	1	1
Work place	1	1
Other	5	7
Hospital	3	4
Perpetrator's home	2	2
Day Centre	3	4
Group Home	1	1
Supported Living	1	1
	100	131

6. Gender of Victims and Alleged Perpetrators

Gender	Victim	Alleged Perpetrator
Male	50	62
Female	81	59
Not known/stated	-	25
Total	131	146

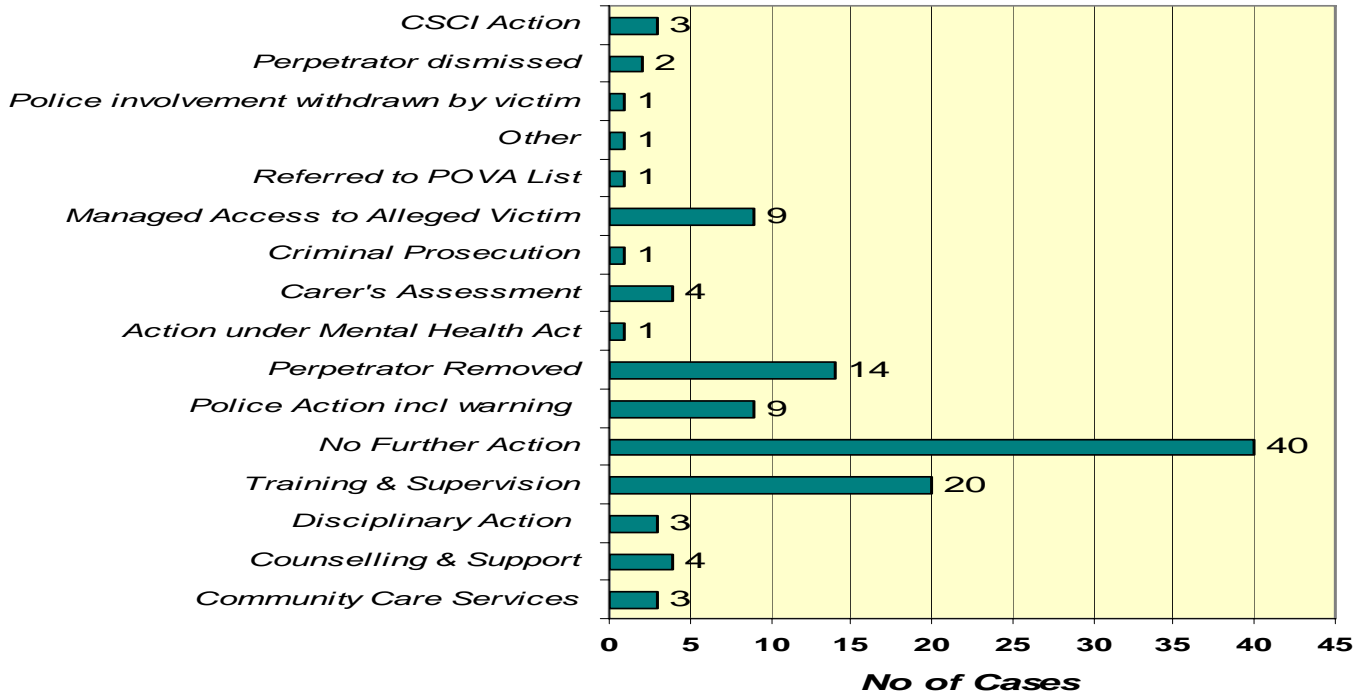
7. Ethnicity of Victims and Perpetrators

Victims Ethnicity	2005-06	2004-05
White British, Irish, Other	62	39
Asian British	20	9
Black British	42	17
Other / Not Stated	7	8
Totals	131	73

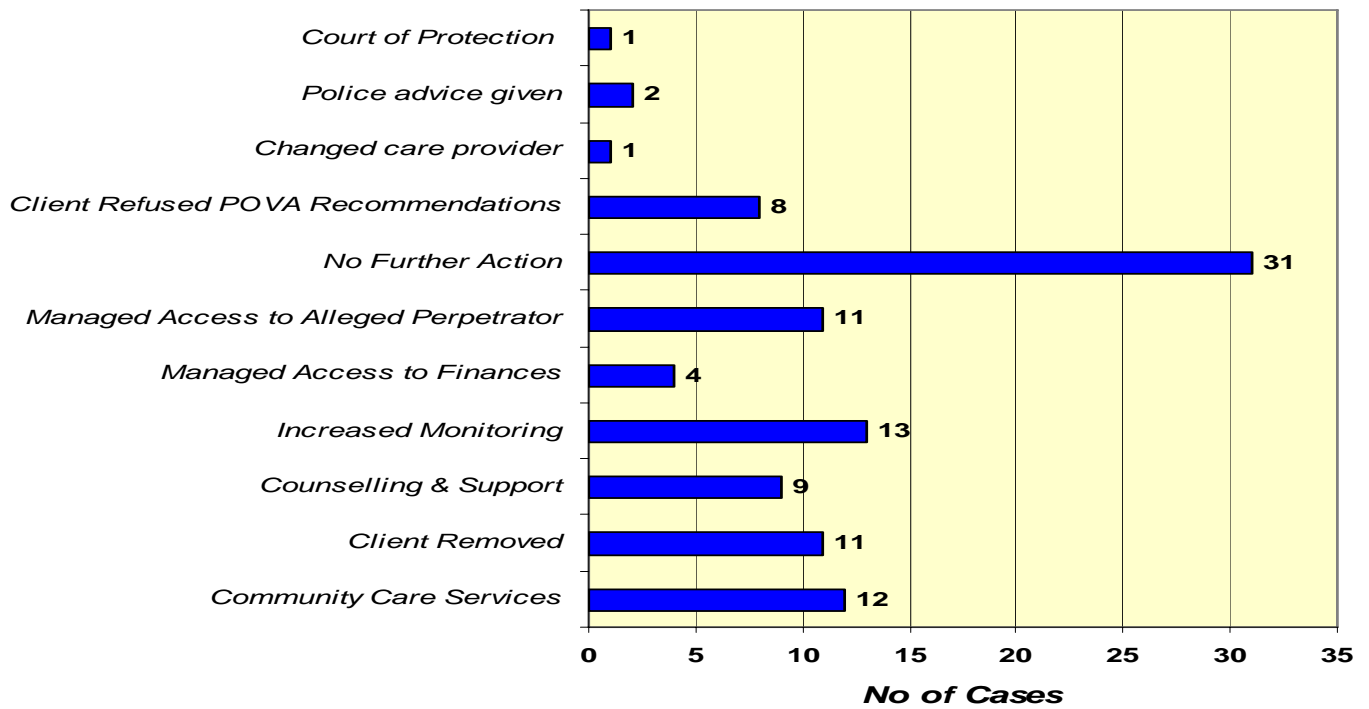
Alleged Perpetrator's Ethnicity	2005-06	2004-05
White British, Irish, Other	12	13
Asian British	21	9
Black British	31	16
Mixed / Other	4	2
Not Stated / Not Known	78	42
	146	82

8. Outcomes for the Alleged Perpetrators/Vulnerable Adult

Outcomes for Alleged Perpetrators
(of the completed cases)



Outcomes for the Vulnerable Adult
(of the completed cases)

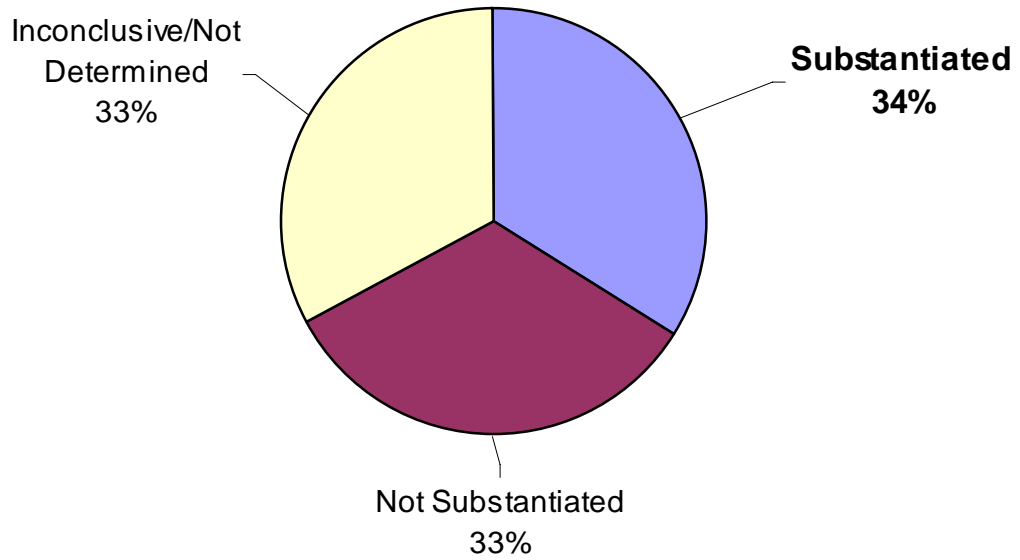


9. Case Conclusions

CASE CONCLUSIONS						
Outcome	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Totals	% of Totals
Substantiated	7	3	13	12	35	27%
Not Substantiated	6	6	8	14	34	26%
Inconclusive/Not Determined	7	12	9	6	34	26%
Pending	0	1	5	22	28	21%
Totals	20	22	35	54	131	100%

FINAL OUTCOMES

(of the completed cases)



Over a third (34%) of all completed cases were substantiated by the POVA procedure

Appendix 3: Brent Multi-Agency Adult Protection Committee Work Plan 2006/2007

Aims and objectives of the Adult Protection Committee	Intended outcomes	Tasks	Responsibilities	Time-scales
1. Develop, monitor, review and evaluate the policies, strategies, procedures and operational practices	1.1 Second addendum of policy and procedures to reflect (a) new national policies (b) local experience	(a) Items to include: Serious Case Review, policy changes (b) Formal agency agreement (c) Design and print (d) Distribution	(a) Adult Protection Coordinator + Adult Protection Committee and Operational sub-group (b) Relevant Adult Protection Committee members (c) Communications (d) Adult Protection Support Officer	
	1.2 Audit current policy and procedures against Safeguarding Adults	Full audit of Adult Protection Policy and Procedures against Safeguarding Adults with recommendations made to Adult Protection Committee	Adult Protection Coordinator	May 2006

	1.3 Full review and update of the Adult Protection policy and procedures	(a) Establish working group (b) Make proposals/updates to Adult Protection Committee and Operational sub-group (c) Produce copy for Communications to design and print (d) Distribute	(a)Adult Protection Committee/ Operational Sub-Group (b) Working Group (c) Adult Protection Coordinator/Working Group (d) Adult Protection Support Officer	Start April 2006 July, Oct, Jan 2006 Feb 2007 April 2007
	1.4 Establish sub-groups of Adult Protection Committee/Operational Subgroup	(a) Training (b) Monitoring and Auditing (c) Policy and Practice	Adult Protection Co-ordinator	June 2006
	1.5 Establish forums to engage stakeholders in understanding issues relating to Adult Protection	(a) Service User (b) Practitioner	Adult Protection Co-ordinator	March 2007
2.Ensure equality issues are addressed throughout the policy and procedures	2.1 Annual report to include race and equalities impact assessment through monitoring data	To provide analysis for annual report	Adult Protection Support Officer	May 2006

4.Ensure consistency in aims and operational policies and practices within and across agencies, managing the interagency organisational relationships relevant to implementation of the procedures – including reviewing Adult Protection investigations	4.1 Organise/provide multi-agency Adult Protection training	(a) Determine Adult Protection training priorities for 2006/07 (b) Arrange for courses to be provided and publicised (c) All relevant agencies to provide training for relevant staff and volunteers (d) Determine Adult Protection Training priorities for 2007/8	(a) Adult Protection Committee/Operational Sub Group (b) Adult Protection Coordinator + Learning and Development (c) All members of Adult Protection Committee (d) Adult Protection Committee/Training Sub-Group	April 2006 As Appropriate As Appropriate January 2007
	4.2 Ensure close links with London and National Adult Protection networks	(a) Brent representative at all London Adult Protection Network meetings + feed back to Brent Adult Protection Committee (b) Seek to ensure Brent representative at significant National Adult Protection conferences/seminars + report back to Adult Protection Committee	(a) Adult Protection Team (b) Adult Protection Co-ordinator + members of Brent Adult Protection Committee	Ongoing Ongoing

5. Act as a reference group for resolution of issues involving the interpretation of policies and practices across agencies eg information sharing and confidential protocols	5.1 Standard items on Adult Protection Committee and Operational sub-group	Ensure agendas reflect information sharing	Chair of Committee and Operational Sub-Group	Ongoing
6. Issue operational guidance within own agency, consistent with the agreed multi-agency policy and procedures	6.1 All agencies to have their own Adult Protection policy and procedures, consistent with agreed multi-agency policy + procedures	(a) CSCI to confirm for regulated services (b) SSD/Health contractors to confirm (c) BRAVA to confirm for voluntary sector (d) Above to report if any specific assistance is required from others	(a) CSCI (b) Chair and Deputy Chair of Committee (c) BRAVA	By September 2006

7. Actively promote the policy and procedures and good practice, making links with other areas of policy and good practice guidance within the statutory, voluntary and independent sectors	7.1 Hold annual Awareness Day (multi-sites) and Borough Conference in November	<p>(a) Adult Protection agree outline for Awareness Day</p> <p>(b) Establish working group for Awareness Day</p> <p>(c) All Adult Protection Committee agencies to develop site initiatives</p> <p>(d) Report back to Adult Protection Committee to finalise Awareness Day</p> <p>(e) Arrange for publicity in <i>Brent Magazine</i></p>	<p>(a) Adult Protection Committee</p> <p>(b) Adult Protection Committee</p> <p>(c) Committee members</p> <p>(d) All</p> <p>(e) Adult Protection Co-ordinator</p>	<p>July 2006</p> <p>July 2006</p> <p>Aug- Oct 2006</p> <p>October 2006</p> <p>Sept/October 2006</p>
	7.2 All agencies draw up action plans for promotion of the policy within their agency and sphere of influence	Adult Protection Committee agencies develop plans and report to Adult Protection Committee	All on Committee	
	7.3 Expand information within Brent Council's website relating to Adult Protection	Develop a specific web page for the Adult Protection Committee that incorporates coming events, the policy and procedures and other relevant information	Ault Protection Support Officer/ Adult Protection Coordinator	Jan 2007

	7.4 Develop a Newsletter of the Adult Protection Committee	(a) Agree format of Newsletter and distribution whereabouts (b) Compile Newsletter format for commencement in 2007/8 year	(a) Adult Protection Committee (b) Adult Protection Coordinator/ Adult Protection Support Officer	Jan 2007 March 2007
8. Make policy recommendations to the respective agencies management	8.1 Policy recommendations are taken forward by all relevant agencies	All on Adult Protection Committee and Operational sub-group to ensure policy recommendations are taken back and discussed with their managers	All on Adult Protection Committee and Operational Sub-group	Ongoing
9. Oversee the development of information systems which support the gathering of information necessary to carry out the evaluation of policy and practice, to receive and interpret monitoring and audit information from agencies on the operation of policy and to undertake a full review annually	9.1 Effective information systems in operation	(a) All agencies follow agreed referral system (b) Quarterly statistics produced and sent to the Adult Protection Committee and Operational sub-group (c) Adult Protection Committee and Operational sub-group review data at each meeting + discuss how systems are operating (d) To refine data collection requirements in the light of experience + expected national standard	(a) All (b) Adult Protection Support Officer (c) Adult Protection Committee + Operational sub-group (d) Adult Protection Support Worker	Ongoing Quarterly Quarterly As and when

	9.3 Annual report produced to include statistics and how the policy and procedures are operating	Draft report for Adult Protection Committee to amend/agree for 2005/6 year	Adult Protection Coordinator	June 2006
10. Provide minutes to other lead officer and receive reports from task or collaborative groups		(a) Revisit links with other key strategy groups eg domestic violence, community safety – responsibility of relevant representatives. (b) Feedback to be given to the Committee on regular basis	Adult Protection Committee Adult Protection Coordinator	July 2006 Ongoing