

Chief Executive
LA

Our Reference: KM/LC/CN
Date:

Dear Mr/Ms/Miss ***

Joint Inspection of Adult Support and Protection in the **[insert area]** partnership area

We write to inform you that under section 115 of part 8 of the Public Services Reform (Scotland) Act 2010, the Care Inspectorate, His Majesty's Inspectorate of Constabulary in Scotland and Healthcare Improvement Scotland will undertake a joint inspection of adult support and protection arrangements in the **[insert area]** partnership area with file reading week commencing (Wk 5) 2023. It would be most helpful if you could circulate this letter appropriately within your organisation.

We are undertaking this inspection at the request of Scottish Ministers. The first year of the phase 2 commission will include re-visiting the six partnership areas, which were subject to the first round of independent scrutiny of adult support and protection practice in 2017/18. The [inspection methodology](#) employed in phase 1 will be utilised.

The focus of our joint inspection will be to provide:

- Independent scrutiny and assurance of how partnerships ensure that adults at risk of harm are kept safe, protected, and supported.
- Assurance to Scottish Ministers about how effectively partnerships have implemented the Adult Support and Protection (Scotland) Act 2007.
- An opportunity to identify good practice and support improvement more broadly across Scotland.

We will conduct this scrutiny using two quality indicators:

- Key adult support and protection processes.
- Leadership for adult support and protection.

We have developed a set of quality indicators and illustrations for this work and attach a copy of these for your information.

Our inspection will include five activities:

- A staff survey relevant to health, Police Scotland, social work and social care staff, and provider organisations.
- The review of a short position statement and supporting documentation (15–20 documents)
- The reading of records of a sample of adults considered at risk of harm who did not require any further adult support and protection intervention beyond the initial inquiry stage.
- The reading of the records (health, police, and social work records) of a sample of adults at risk of harm in cases where inquiries have used investigative powers under sections 7-10 of the 2007 Act. This includes cases where adult support and protection activity proceeded beyond the inquiry with investigative powers stage.
- The engagement of frontline practitioners, managers, and strategic leaders in focus groups to discuss their experiences of process and governance.

The joint inspection team will hold a professional discussion with senior managers/officers in the local partnership on **(Monday Wk 1)**. HMICS colleagues will also conduct a separate briefing with nominated coordinators. This will be confirmed with you at a later date.

The inspection lead for your local partnership area is **[insert lead name]** who can be contacted on **[insert email, mobile and landline details]**. **[insert lead name]** will be supported by **[insert name]**, Strategic Support Officer. **[insert SSO name]** can be contacted on **[insert SSO email, mobile and landline details]**.

To help coordinate the inspection, the partnership is asked to provide a single point of contact/coordinator who is at a reasonably senior level. Please provide us with the nominated person's name and contact details by **[Friday Wk -5]**. Given the statutory responsibilities of local authorities for adult support and protection, we would ask that your identified coordinator is a local authority member of staff. The coordinator will require to link across key partner agencies including Police Scotland and the NHS. We aim to hold a coordinator's meeting on **[Thursday Wk -4]** with representatives from each agency. Additionally, the partnership should inform us if it wishes a digital/remote or on-site approach to file reading. We can read records on-site at a location provided by the partnership, or we can read records remotely using digital platforms. If you or any of your colleagues have any questions or require clarification at this stage, please contact the inspection lead, **[insert lead name]**

Yours sincerely

Kevin Mitchell
**Executive Director
of Scrutiny and Assurance
Care Inspectorate**

Lynsey Cleland
**Director of Quality Assurance
and Regulation
Healthcare Improvement Scotland**

Craig Naylor
**HM Chief Inspector of
Constabulary in Scotland**

Enc: Quality Indicators and Illustrations
Case File Sample (PIR) and Guidance
Supporting Evidence list
Position Statement
Key Processes/Timescales
Partnership Briefing
Partnership Key Dates

Cc: Chief Officer
Chief Social Work Officer