

Clear Purpose of the Case Conference

Case Conferences are now explicitly focused on:

- Considering current risks
- Identifying strengths and protective factors
- Supporting the adult's participation
- Determining whether the adult continues to meet the three-point criteria
- Agreeing a formal Protection Plan where required

The Protection Plan is a statutory outcome of the adult protection process and must clearly identify:

- Risks
- Protective actions
- Responsible persons
- Timescales
- Review arrangements

Adult Participation is Central

Adults should be:

- Invited to attend Case Conferences
- Supported to participate fully
- Offered advocacy and communication support where required
- Provided with accessible information

If the adult does not attend, their views and wishes must still be sought and represented within discussions and decision-making.

Strengthened Role of the Chair

Case Conferences will be chaired by Social Work Team Managers and Senior Social Workers who must have undertaken their Nominated Officer training, be suitably experienced and authorised, with knowledge of:

- Adult Support and Protection (Scotland) Act 2007
- ASP Code of Practice
- Highland ASP Procedures

The Chair is responsible for:

- Facilitating participation
- Ensuring robust decision making
- Challenging where required
- Recording decisions and rationale clearly

Recording and Documentation: New Recording Timescales

Requirement	Timescale
Initial Summary and agreed actions	Within 3 Working Days
Full minute, Protection Plan and rationale	Within 10 Working Days

Records must clearly evidence:

- Decisions made
- Rationale for decisions
- Any differing professional views
- The adult's views and wishes
- Nominated Officer decisions and rationale

7 Minute Briefing: ASP Case Conferences cont.

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Use of Microsoft Copilot

Microsoft Copilot may be used to assist with:

- Minute taking
- Post-meeting summaries
- Drafting minutes
- Drafting Protection Plans

However:

Professional judgement, decision making, validation and approval remain the responsibility of the Chair and cannot be delegated to Copilot.

Review Case Conferences

A Review Case Conference must be scheduled by the initial Case Conference.
Maximum review period: 3 months

The review will consider:

- Progress against the Protection Plan
- Effectiveness of protective actions
- Current risks and protective factors
- The adult's wishes and views
- Updated risk assessment
- Whether adult protection measures should continue, change or conclude

Core Groups

Where required, a Core Group may be established to oversee implementation of the Protection Plan.

Core Groups:

- Include professionals with direct involvement
- May include the adult
- Monitor progress and risk
- Share information and updates
- Escalate concerns promptly
- Recommend changes where necessary

Closure of ASP Process

Closure should be agreed through a Review Case Conference.

Closure can only occur when there is evidence that:

- Risks are being appropriately managed
- Protection is no longer required through formal ASP processes
- Ongoing support arrangements have been considered

Closure decisions must clearly record:

- Rationale for closure
- Three-point criteria considerations
- Remaining risks and management arrangements
- Ongoing support and referrals
- Confirmation that the adult and relevant agencies have been informed
- Nominated Officer rationale and decision

Closure should not occur simply because actions have been completed or a review meeting has taken place.

7 Minute Briefing: ASP Case Conferences cont.

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Quick Reference Timeline

