

# South Gloucestershire Safeguarding Adults Board

## Minutes of the meeting held on 5<sup>th</sup> September 2019 Badminton Road Office



<b>MEMBERS PRESENT</b>	
Tony Oliver (TO)	Independent Chair
Simon Allen (SA)	Strategic Lead, Sirona Care & Health
Victoria Caple (VC)	Avon & Somerset Police
Anne Clarke (AC)	Head of Adult Care & Social Housing, South Glos Council
Judy Eke (JE)	Adult Safeguarding Manager, Children, Adults & Health, South Glos Council
Dawn Harding	South Glos Manager, Next Link
Sam Hawker (SH)	AbleCare Homes, Care Home Representative
Philippa Isbell (PI)	Strong, Safer Communities Manager
Rosemary Johnson (RJ)	Service Manager, Children, Adults & Health, South Glos Council
Paulette Nuttall (PN)	Head of Adult Safeguarding, Bristol, North Somerset, South Glos CCG
Sharon Prowse (SP)	Senior Manager, Freeways
Rosi Shepherd (RS)	Deputy Director of Nursing, NHS England
Ben Stokes (BS)	Councillor, Adults, Housing & Public Health Committee Chair
Sarah Taylor (ST)	Board Manager, South Glos Council
Nick Thorne (NT)	Workforce Development Team Manager, Chief Executive, South Glos Council
Katy Trundle (KT)	National Probation Service
Louise Watkins (LW)	SWAN Advocacy
Melissa Ward (MW)	Manager, EDT Service, South Glos Council
Carley Grimes / Carole Bevington	Note Taker, Business Support, Children Adults & Health, South Glos Council

<b>APOLOGIES</b>	
Mark Almond (MA)	Avon & Somerset Police
Helen Blanchard (HB)	Interim Director of Nursing & Quality, NBT, NHS
Catherine Boyce (CB)	Strategic Safeguarding Service Manager, South Glos Council
Stephanie Caley	Locality Manager, Bromford Housing
Cecily Cook (CC)	BNSSG CCG
Helen Curtis (HC)	SWAN Advocacy
Gareth Ellaway (GE)	BNSSG CCG
Lynn Franklin (LF)	Head of Safeguarding, Senior Nursing Team, Nursing & Quality, AWP
Robert Fortune (RF)	Avon & Somerset Police
Claire Gilbert (CG)	SWAN Advocacy
Rebecca Harrold (RH)	Partnerships and Commissioning Service Manager, South Glos Council
Claire Hayward (CH)	Freeways CEO
Saeeda Jameel (SJ)	SWAN Advocacy
Sue Jones (SJo)	Associate Director Nursing & Quality, NBT NHS
Dan Lloyd (PC)	Inspector Manager, CQC
Carol Metters (CM)	Team Leader, South Glos Services (Chief Executive, Next Link)
Ben Moseley (BM)	Chief Inspector Neighbourhood & Partnership, Avon & Somerset Police
Sarah O'Leary (SOL)	Safe Link Manager, Next Link
Jeff Parry (JP)	Director of Operations, Milestones
Mark Pullin (MP)	Strong, Safer Communities Manager, Environment & Community Services, South Glos Council

Lisa Redwood (LR)	Safeguarding Lead, Livery
Amanda Robbins (AR)	Locality Manager, Bromford Housing
Clare Sims (CS)	Operational Manager BGSW CRC (Community Rehabilitation Company), National Probation Service
Chris Sivers (CS)	Director, Children Adults & Health, South Glos Council
Sue Smith (SS)	Head of Safety, Equalities & Complex Needs, HMP Eastwood Park
Mark Tucker (MT)	Safeguarding Lead, NHS England
Sarah Weld (SW)	Public Health Consultant, South Glos Council

<b>MEMBERS NOT EXPECTED TO ATTEND ALL BOARDS</b>	
Lynn Gibbons (LG)	Public Health Consultant, South Glos Council
Simon Hester (SH) Sarah Thompson (STh)	Safeguarding Manager, South West Ambulance Service
Neil Liddington (NL)	Unitary Group Manager, Avon Fire and Rescue
Dan Lloyd (DL)	Inspector Manager, CQC
Jeff Parry (JP)	Director of Operations, Milestones Trust

<b>FOR INFORMATION ONLY</b>	

<b>1.</b>	<b>Safeguarding Story – Why are we here?</b> TO- Introduced today's meeting and reminded everyone we are meeting to discuss how to protect the most vulnerable people living in South Gloucestershire. PN will share a Safeguarding story at the next SAB in December.				
<b>2.</b>	<b>Introductions and apologies</b> Welcome by TO and introductions from those present.				
<b>3.</b>	<b>Confidentiality</b> Confidentiality statement signed by those present. Chair reminded everyone of the importance of this.				
<b>4.</b>	<b>Minutes of last meeting held on 6<sup>th</sup> June 2019:</b>				
<b>4.1</b>	<b>Inaccuracies:</b> None <b>Omissions:</b> None Minutes agreed and accepted.				
<b>4.2</b>	<b>Matters/Actions arising from last meeting held on 6<sup>th</sup> June 2019:-</b>				
	<b>Item</b>	<b>Agenda No.</b>	<b>Action</b>	<b>Resp.</b>	<b>Status</b>
	<b>Risk Register</b>	4.3	RH confirmed recruitment is an ongoing issue and is a significant risk as it is causing a shortage of care. <b>Action:</b> RH to complete the summary for the risk register and send this to ST.	RH	Completed
	<b>Performance Report (RJ)</b>	5.	1.4 BM to send link for 'Action Fraud' to share on the local authority website.	BM	ST to check if completed
			1.5 JE to interrogate data further to look at relationship of perpetrators.	JE	Completed
	<b>Communications &amp; Engagement Sub-Group (SP)</b>	9.	Stop Adult Abuse Week - please send feedback on organisational events following this week to Sharon Prowse.	All	Completed
	<b>Policy &amp; Procedures Sub-Group (JE)</b>	10.	There are two types of physical interventions: planned and spur of the moment. LF and PN advised that a Root Cause Analysis (RCA) is completed after each restraint. <b>Action:</b> JE to discuss issues with LF and PN.	JE	Ongoing – work in progress

	<b>What Makes a Good Care Home (ST)</b>	12.	RH asked that the leaflet be seen by AM of Commissioning Team and then to be put on the website.	ST	Completed
	<b>CQC Annual Update (DL)</b>	14.	Send his report to ST for circulation and for putting the figures in the annual report.	DL	Completed
	<b>New Safeguarding Risks Presentation (BM)</b>	15.	Presentation re: County Lines. How drug dealers are operating from cities into rural areas and cuckooing vulnerable adults' homes. <b>Action:</b> BM to send presentation to ST to circulate.	BM & ST	Completed
<b>Action</b>					
<b>4.3</b>	<b>Risk Register</b>  Members went through the Risk Register and agreed the ratings. <ol style="list-style-type: none"> <li>1) <b>New safeguarding children arrangements</b> - no affect.</li> <li>2) <b>Risk of compromising effectiveness of the SAB and work of board due to shrinking resources and agency capacity</b> - still accurate risk.</li> <li>3) <b>Changes to DoLS legislation</b> - JW will provide update.</li> <li>4) <b>Medication Errors</b> - Boots pharmacy changing process for packaging medication - SH confirmed this is going OK and most services are managing with the change. CCG happy to come to SAB to explain the changes to pharmacy processes. PN to arrange this for December SAB.</li> <li>5) <b>No Deal Brexit</b> - not known at the moment, however ST confirmed they have received some guidance for Social Care to consider medication and transportation. AC and ST to complete a report for the risk register.</li> </ol>				          <b>PN</b>          <b>AC &amp; ST</b>
<b>5.</b>	<b>Performance Report (RJ)</b>  TO - Data meeting arranged for 16 <sup>th</sup> September 2019 to discuss performance report in detail and findings will be discussed at December SAB.  2.6 TO - Thanked Avon and Somerset Police for including information of the relationship between victims and perpetrators. <b>Action:</b> TO requested data to be included for 'Partner: Non Heterosexual' also.  Victims of Cuckooing – there is no way of recording this on the Council's data base. <b>Action:</b> JE advised she monitors the concerns coming in and offered to identify the cases known.				          <b>BM</b>          <b>JE</b>
<b>6.</b>	<b>Quality Assurance Sub-Group</b>  In 3 out of 4 of the cases audited there was excellent inter-agency working – all services involved engaged and worked well together.  Re: Melanie. An electrician had visited the house at the request of Melanie to do some work and found the house in a squalid condition and Melanie unkempt. The electrician alerted the police who referred Melanie to social care. Melanie's home was declared uninhabitable and she was supported to move to alternative accommodation.  <b>Action:</b> TO said he would like to write a letter from the Board to the electrician to thank him. VC said she will find out if either she can release the electrician's contact details or whether the police will need to pass on the Board's appreciation.				          <b>VC &amp; TO</b>

	<p>Re: Gerry, who was found dead at home by his mum. This is a potential SAR and is to be discussed at the next SAR sub-group meeting.</p> <p>Feedback from learning brief. Only a few agencies feedback. TO asked that Board Members reply/feedback when requested as this is helpful to evidence the learning points.</p> <p>The next Audit will be on Hate Crime and the QA Sub-group are requiring information from the police.</p> <p>PN asked for ideas for next year's audits – cuckooing, modern slavery and rogue traders were suggested.</p> <p>Trading Standards may be able to provide information about Hate Crime, cuckooing and modern slavery.</p> <p><b>Action:</b> PI to discuss with MP the possibility of Trading Standards providing information re: rogue traders.</p>	<p><b>ALL</b></p> <p><b>PI</b></p>
7.	<p><b>Learning &amp; Development Sub-Group (NT)</b></p> <p>Attendance rate for training courses has increased, which is good news as it is acknowledged professionals are under pressure with their workloads.</p> <p>Single agency training: 508 people have attended from 17 agencies.</p> <p>The annual joint conference (Stop Adult Abuse Week) went well. South Glos SAB and Bristol SAB are working well together and this will continue with arranging the June 2020 conference.</p> <p>New training programmes are being developed as part of the multi-agency training programme.</p> <p><b>Action:</b> The Board agreed the sub-group's recommendation that it co-ordinates a (third) Safeguarding Adults-focused Workforce Survey of local employers in late 2019.</p> <p><b>Action:</b> Board members are requested to promote the <b>multi-agency Safeguarding Adults Training and Development Offer</b> as appropriate through their organisations/sectors.</p>	<p><b>NT</b></p> <p><b>ALL</b></p>
8.	<p><b>Communications &amp; Engagement Sub-Group (SP)</b></p> <p>Stop Adult Abuse Week (10-14 June 2019) feedback:-</p> <p>10 agencies replied with their feedback on the Conference and actions taken by their organisations.</p> <p>Gypsy/Traveller Liaison Service attended the conference and provided information/advice and are happy to be contacted by the Board on how to reach these communities.</p>	
9.	<p><b>Policy &amp; Procedures Sub-Group (JE)</b></p> <p>The draft Practice Guidance – Self Neglect was agreed by the Board and will be on the safeguarding website.</p> <p><b>Action:</b> Any amendments to the document to JE within 2 weeks.</p> <p><b>Action:</b> All Board Members to ensure the organisations they represent are aware of the revised Self-Neglect Practice Guidance.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>

10.	<p><b>Safeguarding Adult Reviews Sub-Group (CB)</b></p> <p>SAR DB – not a SAR.  SAR RC – to go to the 04.11.2019 meeting.  Pending SAR AK – referral to be re-done urgently by referrer and sent to ST for SAR. This is to be escalated. RS/PN to chase up with the Director of Nursing – this information is also required by JE for Organisational safeguarding.</p>	
11.	<p><b>Prisons Update (SS)</b></p> <p>The prisons sub-group representative to the Board will present a report to the next Board meeting.</p> <p>The three prisons in South Gloucestershire are now engaging with multi-agency training, which is a positive development.</p>	
12.	<p><b>Changes to DoLS Legislation (JW)</b></p> <p>The DoLS legislation came into force in 2009. New legislation is planned to come into force in October 2020 and will be called Liberty Protection Safeguards (LPS). The Regulations and Code of Practice are out for consultation and will be released in Spring 2020.</p> <p>As some providers do not have a full understanding of MCA/DoLS, JW advised he will be doing a presentation at The Care Forum and Care &amp; Support West at some point in the new year.</p> <p>Organisations will be working in partnership to ensure a smooth transition.</p> <p><b>Action:</b> When the Regulations and Code of Practice are released in Spring 2020 they will come to the Board meeting to fully discuss.</p> <p><b>Action:</b> JW to email ST with the risks associated with these changes, ie training, etc.</p>	<p>JW</p> <p>JW</p>
13.	<p><b>National SAB Audit – South Gloucestershire Benchmarking (TO)</b></p> <p>TO advised that a national survey of all SAB's has been undertaken and the results are shown on the Audit Report circulated. Issues for the Board are:-</p> <p>There is no longer a representative from Health Watch on our Board. RS said she will provide names to TO for him to contact.</p> <p>JE and ST are looking at how they can visit service user forums in order to identify ways of engaging with service users.</p> <p>Legal liability issues: ST advised the Board has access to South Glos Council's (SGC) Legal department and she has requested they explore who owns the information where there is a request for SAR cases.</p> <p>Board succession planning: this can be achieved if contact details of the new rep are given to the Chair/ST.</p> <p>Improving third sector safeguarding awareness (community and voluntary organisations): Facebook and Twitter are used.</p>	

14.	<p><b>SAB Annual Report (ST)</b></p> <p>This year's annual report is also available in a single page summary which is interactive by clicking on the pictures for further information.</p> <p>The Board agreed the annual report. Published <a href="#">here</a></p>	
15.	<p><b>Update about New Safeguarding Arrangements for LSCB (CS/CB)</b></p> <p>The LSCB are changing their arrangements and will be known as the South Glos Children's Partnership. This change is due to a change in legislation and a number of boards and other working groups are being combined. These meetings are being pulled together into one meeting – a new partnership of working together.</p> <p>The South Glos Children's Partnership will be launched by 29<sup>th</sup> September.</p> <p>Link to Children's Safeguarding website <a href="#">here</a>  This change does not affect the joint work between the Adults and Children's Boards. The Communications joint sub-group will continue and it is important to retain working together to protect Care Leavers.</p>	
16.	<p><b>Board Member/Single Agency Updates</b></p> <p>None.</p>	
17.	<p><b>National/Local Updates</b></p> <ul style="list-style-type: none"> <li>• Sirona has won the contract for commissioning across Bristol, North Somerset and South Gloucestershire Council.</li> <li>• NHS England are currently restructuring.</li> <li>• The Access Team/Duty of SGC will be restructured. The 3 conversations Approach is to be across all teams. RJ will bring a report of changes to a future Board meeting.</li> <li>• TO will attend a Provider Forum meeting to discuss the work of the Board.</li> <li>• Due to unavailability of a Section 12 Doctor (psychiatrist) out of hours are on occasions unable to carry out mental capacity assessments. MW would like this to be discussed at a future Board. TO to look into where this is best discussed.</li> <li>• SWAN have made 6 referrals this quarter and 4 referrals last quarter. Access Team Manager is working with SWAN on how to record these referrals correctly on the SGC database.</li> </ul>	
18.	<p><b>AOB</b></p> <p>None.</p>	
	<p><b>Date, time and venue of next meeting</b></p> <p>Thursday, 5<sup>th</sup> December 2019, at <b>9.30am</b>, Room Ground 0012, at South Gloucestershire Council Offices, Badminton Road, Yate, BS37 5AF</p>	

**Signed:**

A handwritten signature in black ink, appearing to read 'Tony Oliver', is written above a horizontal line.

**Name:** Tony Oliver

**Designation:** Independent Chair

**Date:** 10/10/2019