

South Gloucestershire Safeguarding Adults Board

Minutes of the meeting held on 5th December 2019 Badminton Road Office



MEMBERS PRESENT	
Tony Oliver (TO)	Independent Chair
Simon Allen (SA)	Strategic Lead, Sirona Care & Health
Marie Davies	Associate Director Quality, CCG
Emma Ealey	Senior Probation Officer, Lead for Adult Safeguarding, National Probation Service
Judy Eke (JE)	Adult Safeguarding Manager, Children, Adults & Health, South Glos Council
Lynn Franklin (LF)	Head of Safeguarding, Senior Nursing Team, Nursing & Quality, AWP
Dawn Harding	South Glos Manager, Next Link
Philippa Isbell (PI)	Strong, Safer Communities Manager
Rosemary Johnson (RJ)	Service Manager, Children, Adults & Health, South Glos Council
Sue Jones	Associate Director Nursing & Quality, NBT NHS
Paulette Nuttall (PN)	Head of Adult Safeguarding, Bristol, North Somerset, South Glos CCG
Sarah O'Leary (SOL)	Safe Link Manager, Next Link
Jeff Parry (JP)	Director of Operations, Milestones
Sharon Prowse (SP)	Senior Manager, Freeways
Amanda Robbins (AR)	Locality Manager, Bromford Housing
Ben Stokes (BS)	Councillor, Adults, Housing & Public Health Committee Chair
Clive Summerill	Avon & Somerset Police
Helen Tapson	Public Health Registrar, South Glos Council
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
Helen Wilkinson	Principal Pharmacist, BNSSG CCG
Carley Grimes / Carole Bevington	Note Taker, Business Support, Children Adults & Health, South Glos Council

APOLOGIES	
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
Victoria Caple (VC)	Avon & Somerset Police
Anne Clarke (AC)	Head of Adult Care & Social Housing, South Glos Council
Cecily Cook (CC)	BNSSG CCG
Helen Curtis (HC)	SWAN Advocacy
Gareth Ellaway (GE)	BNSSG CCG
Robert Fortune (RF)	Avon & Somerset Police
Claire Gilbert (CG)	SWAN Advocacy
Rebecca Harrold (RH)	Partnerships and Commissioning Service Manager, South Glos Council
Sam Hawker (SH)	AbleCare Homes, Care Home Representative
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
Mark Pullin (MP)	Strong, Safer Communities Manager, Environment & Community Services, South Glos Council
Lisa Redwood (LR)	Safeguarding Lead, Liverty
Rosi Shepherd (RS)	Deputy Director of Nursing, NHS England
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
Melissa Ward (MW)	Manager, EDT Service, South Glos Council
Sarah Weld (SW)	Public Health Consultant, South Glos Council

MEMBERS NOT EXPECTED TO ATTEND ALL BOARDS	
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

FOR INFORMATION ONLY	

1.	<p>Safeguarding Story – Why are we here? PN shared a story about a woman who suffered with mental health issues and agoraphobia and could not attend appointments. Her house was in need of repairs and the electrician who visited her home contacted the police as he was concerned about the state of her property.</p> <p>Social services and housing supported her to find a new home that was habitable and safe. She moved into this new property 6 months after the safeguarding alert was raised and has been supported to have direct payments so she is able to continue having care and support from the care agency of her choice.</p>																									
2.	<p>Introductions and apologies Welcome by TO and introductions from those present.</p>																									
3.	<p>Confidentiality Confidentiality statement signed by those present. Chair reminded everyone of the importance of this.</p>																									
4.	<p>Minutes of last meeting held on 5th September 2019:</p>																									
4.1	<p>Inaccuracies: None Omissions: None Minutes agreed and accepted.</p>																									
4.2	<p>Matters/Actions arising from last meeting held on 5th September 2019:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"><i>Item</i></th> <th style="width: 10%;"><i>Agenda No.</i></th> <th style="width: 40%;"><i>Action</i></th> <th style="width: 10%;"><i>Resp.</i></th> <th style="width: 10%;"><i>Status</i></th> </tr> </thead> <tbody> <tr> <td>Performance Report</td> <td style="text-align: center;">5</td> <td>TO requested data to be included for 'Partner: Non Heterosexual'.</td> <td style="text-align: center;">BM</td> <td style="text-align: center;">CS to check</td> </tr> <tr> <td>Performance Report</td> <td style="text-align: center;">5</td> <td>Victims of Cuckooing – JE to identify the cases known for the Board.</td> <td style="text-align: center;">JE</td> <td style="text-align: center;">Keep record</td> </tr> <tr> <td>Quality Assurance Sub-Group</td> <td style="text-align: center;">6</td> <td>Re: 'Melanie' -TO to write a letter from the Board to the electrician to thank him. VC to 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.</td> <td style="text-align: center;">VC & TO</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td>Quality Assurance Sub-Group</td> <td style="text-align: center;">6</td> <td>PI to discuss with MP the possibility of Trading Standards providing information re: rogue traders.</td> <td style="text-align: center;">PI</td> <td style="text-align: center;">Take to Sub Group chairs</td> </tr> </tbody> </table>	<i>Item</i>	<i>Agenda No.</i>	<i>Action</i>	<i>Resp.</i>	<i>Status</i>	Performance Report	5	TO requested data to be included for 'Partner: Non Heterosexual'.	BM	CS to check	Performance Report	5	Victims of Cuckooing – JE to identify the cases known for the Board.	JE	Keep record	Quality Assurance Sub-Group	6	Re: 'Melanie' -TO to write a letter from the Board to the electrician to thank him. VC to 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.	VC & TO	Completed	Quality Assurance Sub-Group	6	PI to discuss with MP the possibility of Trading Standards providing information re: rogue traders.	PI	Take to Sub Group chairs
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	Learning & Development Sub-Group	7	The sub-group to co-ordinates a (third) Safeguarding Adults-focused Workforce Survey of local employers in late 2019.	NT	Ready early 2020
	Learning & Development Sub-Group	7	Board members are requested to promote the multi-agency Safeguarding Adults Training and Development Offer as appropriate through their organisations/ sectors.	All	Ongoing
	Policy & Procedures Sub-Group	9	The draft Practice Guidance – Self Neglect: any amendments to the document to JE within 2 weeks.	All	Completed
	Policy & Procedures Sub-Group	9	All Board Members to ensure the organisations they represent are aware of the revised Self-Neglect Practice Guidance.	All	Completed
	Changes to DoLS Legislation	12	When the Regulations and Code of Practice are released in Spring 2020 they're to come to the Board meeting to fully discuss.	JW	Spring 2020
	Changes to DoLS Legislation	12	Email ST with the risks associated with these changes, ie training, etc.	JW	Agenda item – March 2020

Action

4.3	<p>Risk Register Members went through the Risk Register and discussed that the changes to DoLS legislation could have a significant impact on risk.</p> <p>Action: It was agreed that the rating would be increased to 5 and comments to be added to the risk register on why this has increased to be sent to ST.</p> <p>The Board agreed other ratings remained the same.</p>	ALL
5.	<p>Performance Report (RJ)</p> <p>TO - The content in the performance report has been shortened and the draft was agreed at the Chairs Sub-Group meeting. TO suggested that in future most of the work be completed in the Chairs Sub-Group and issues of concern to be brought to the Board.</p> <p>The Board agreed this change.</p> <p>1.1: RJ – Open safeguarding cases have now reduced as systems have been updated. The figures are more accurate as the Access Team have changed their way of working and recording.</p> <p>Action: More information to be provided in Section 5 re: out of area placements.</p> <p>1.6: It is expected there will be an increase in the number of medication errors to be reported as care agencies and care homes are being asked to report all medication errors and there are changes to the way medication is packaged. JE monitors organisationally to see what is happening in individual services.</p> <p>Police update: CS - There are data quality issues with the Niche system due to lack of knowledge around use of the system - improvements are being made.</p> <p>PI - Is able to provide more details around the Hate Crime cases that have been reported and agreed to provide the quarterly figures to the Chairs sub-group. Also, strategic figures around crime and disorder incorporates rogue trading.</p> <p>Action: PI to send this information to the Chairs Sub-Group meetings quarterly. JE – A care home which had been in Organisational Safeguarding since June 2016 has made significant improvements and the organisational safeguarding has now closed.</p>	<p>RJ</p> <p>PI</p>

	<p>TO – Concerning recommendation 1 from the Nightingale Care SAR, TO asked if South Gloucestershire Council are recording out of area placements. JE advised there is a home in South Glos with 9 residents who are all out of area placements and the home has not notified the local authority. JE is meeting with the home next week to discuss this. PN said this is an issue for Health services as well.</p> <p>BS advised that the issue of local authorities not notifying each other of out of area placements has been reviewed – all local authorities have signed up to notify each other of out of area placements.</p> <p>Action: TO to contact CS (Director of Children’s Adults & Health) to ask if South Glos Council are notifying other local authorities and receiving notifications from other local authorities.</p> <p>Action: All Board members to look at out of area placements notifications in the organisations they represent.</p>	<p>TO</p> <p>ALL</p>
6.	<p>Quality Assurance Sub-Group (PN)</p> <p>This quarter’s audit was on Hate Crime and the findings are:-</p> <ol style="list-style-type: none"> 1. Avon & Somerset Police have a definition of hate crime. All agencies need to work together to have the same understanding. 2. The second case of Mathew – should have been referred to the local authority and the three conversation model used. 3. Agencies to consider completing a DASH risk assessment or making a MARAC referral where there is domestic abuse within extended family settings. 4. Statutory agencies to be proactive with information sharing when working with adults at risk of Hate Crime. <p>The next audit is ‘referrals from health professionals’.</p> <p>Action: Any ideas for themes for next year’s audits to be sent to ST/PN by end of January 2020.</p>	<p>ALL</p>
7.	<p>Learning & Development Sub-Group (NT)</p> <p>Once the details of the Liberty Protection Safeguards (replacing DoLS) are known, the training will be put together, which will be a huge piece of work.</p> <p>The Workforce Development Survey will be sent out in January 2020. The data will be brought to the June 2020 Board.</p> <p>The current provider of the safeguarding adults training is retiring in March 2020. The commissioning of two different providers is being looked into currently and they will hopefully start delivering the training with no break in the multi-agency safeguarding adults training offer.</p> <p>Action: Board members are requested to promote the multi-agency Safeguarding Adults Training and Development Offer as appropriate through their organisations/ sectors.</p>	<p>ALL</p>
8.	<p>Communications & Engagement Sub-Group (SP)</p> <p>The Safeguarding Children’s Board has ended and the new arrangements are now the South Gloucestershire Children’s Partnership. ST will provide a bulleted note stating the changes for the Board’s information.</p> <p>The details of the Children’s Partnership are available here</p>	

	The Communications & Engagement sub-group is made up of representatives from both the Adults and Children's Boards. Due to the changes being made in the Children's Board the membership of this sub-group is being looked at.	
9.	<p>Policy & Procedures Sub-Group (JE)</p> <p>The draft 'Working with Risk - Practice Guidance' was agreed by the Board and will be put on the safeguarding adults board website.</p> <p>Action: Any amendments to the document to JE within 2 weeks.</p> <p>Action: All Board Members to ensure the organisations they represent are aware of the revised 'Working with Risk - Practice Guidance'. Since the LSAB meeting the guidance has been published here</p>	<p>ALL</p> <p>ALL</p>
10.	<p>Safeguarding Adult Reviews Sub-Group (CB)</p> <p>Family Z SAR. Agreed at extraordinary meeting that SAR will not be published. Action plans are being developed by NBT and Adult Social Care for the SAR sub group. Learning Brief has been developed that will be published. Kate Spreadbury who was the lead reviewer has agreed the learning brief.</p> <p>Actions: ST publish learning brief on LSAB website</p> <p>Board members agreed the learning brief is a good reflection and asked that it be disseminated down the line in the organisations they represent</p> <p>Learning brief to be published and shared, including with the Councillors of South Gloucestershire Council.</p> <p>Learning brief now published here</p>	<p>ST</p> <p>ALL</p> <p>ST</p>
11.	<p>Changes to Pharmacies/Medications Update (PN/HW)</p> <p>HW delivered a presentation on 'Multi-compartment Compliance Aids'.</p> <p>Any feedback or questions, please contact Helen Wilkinson on: hwilkinson1@nhs.net</p>	
12.	<p>Policy update re: concern for welfare checks – shared responsibility</p> <p>Avon & Somerset Police have produced a 'Concern for Welfare Policy', which went live on 4th November 2019.</p> <p>The Board agreed the changes are sensible and professional and said they had not been aware that expecting the Police to carry out welfare checks was being revised and had not had sight of the consultation.</p> <p>Action: TO to feedback support of policy.</p>	<p>TO</p>
13.	<p>New ADASS Guidance on Section 42 Enquiries/decision making (Hannah Scaife, Principal Social Worker)</p> <p>HS went through ADASS guidance on Section 42 Enquiries/decision making explaining this is a tool to assist in decision making and to support professionals to effectively record and account for their decision making process.</p> <p>Action: The slides/document are to be sent out with these minutes.</p>	<p>CBe</p>

14.	<p>Making Safeguarding Personal (MSP) (JE)</p> <p>JE gave a presentation to the board about MSP. How to obtain objective feedback from people who have been through our safeguarding adults process was discussed. Board discussed whether it would help to inform people at the beginning of the process that we may contact them after the safeguarding has ended in order to find out if they would want to give feedback. Currently use a paper form and this has not given enough data as not enough are returned.</p>	
15.	<p>Prisons Update (Prison Rep)</p> <p>To be given at the next Board in March 2020.</p> <p>The representative from the Prisons sub-group may be changing.</p>	
16.	<p>Board Member/Single Agency Updates</p> <p>None.</p>	
17.	<p>AOB</p> <p>The Business Planning Meeting of the Board will be on Thursday, 23rd January 2020, at 9.30am. ST will be sending the paperwork for the meeting in early January 2020.</p>	
	<p>Date, time and venue of next meeting</p> <p>Thursday, 5th March 2020, at 9.30am, Room Ground 0012, at South Gloucestershire Council Offices, Badminton Road, Yate, BS37 5AF</p>	

Signed:



Name: Tony Oliver

Designation: Independent Chair

Date: 02/01/2020