

South Gloucestershire Safeguarding Adults Board

Minutes of the meeting held on 7th September 2017 Kingswood Civic Centre



Present:

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| Sally Lewis (SL) | - Independent Chair |
| Sharon Prowse (SP) | - Manager, Freeways |
| Nick Thorne (NT) | - Workforce Development Team Manager, Chief Executive |
| Mark Pullin (MP) | - Strong, Safer Communities Manager, Environment & Community Services, South Glos Council |
| Sam Hawker (SH) | - AbleCare Homes, Care Home Representative |
| Rosemary Johnson (RJ) | - Service Manager, Children, Adults & Health, South Glos Council |
| Kirsty Eastham (KE) | - Partnerships & Commissioning Manager, South Glos Council |
| Morgan Daly (MD) | - Director of Community Services, The Care Forum |
| Peter Bagshaw (PB) | - Safeguarding Lead GP, South Glos CCG |
| Geoff Watson (GW) | - Professional Lead for Social Work, Sirona Care & Health |
| Anne Clarke | - Head of Adult Care & Social Housing, South Glos Council |
| Mark Dean | - AWP |
| Mark Coates | - Director of Supported Housing & Empowerment, Knightstone Housing Association |
| Neil Liddington (NL) | - Unitary Group Manager, Avon Fire and Rescue |
| Steven Nicholas (SN) | - Risk Reduction Officer, Avon Fire and Rescue |
| Paulette Nuttall | - Safeguarding Adults Lead Nurse, BNSSG CCG |
| Simon Allen | - Strategic Lead, Sirona Care & Health |
| Carol Metters (CM) | - Chief Executive, Next Link |
| Dawn Harding (DH) | - Next Link |
| Charlie Leason | - Avon & Somerset Police |
| Sarah Weld | - Consultant in Public Health, South Glos council |
| Carole Bevington (CBe) | - Note Taker, Business Support, Children, Adults & Health, South Glos Council |
| Carley Grimes | - Note Taker, Business Support, Children, Adults & Health, South Glos Council |

Guests – Partial Attendance

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| David Miners | - Avon & Somerset Police |
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Apologies

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| Catherine Boyce (CB) | - Strategic Safeguarding Service Manager, South Glos Council |
| Ben Stokes (BS) | - Councillor, Adults, Housing & Public Health Committee Chair |
| John Owen (JO) | - Clinical Director, Avon & Wiltshire Mental Health Partnership Trust |
| Paul Coates (PCo) | - Director of Housing & Communities, Merlin Housing Society |
| Jan Gresham (JG) | - Director of Operations, Milestones Trust, Voluntary Sector Rep. |
| Sonia Furzland (SF) | - Assistant Director (Supported Housing) Knightstone Hsg. Assn. |
| Lisa Harvey (LH) | - Deputy Nurse Director, Head of Safeguarding, South Glos CCG |
| Paul Chapman (PC) | - Inspector Manager, CQC |
| Sarah Thompson (ST) | - Safeguarding Manager, South West Ambulance Service |
| Sue Smith (SS) | - Head of Safety, Equalities & Complex Needs, HMP Eastwood Park |
| Sarah Thompson | - Safeguarding Manager, South West Ambulance Service |
| Gill Brook (GB) | - Head of Patient Experience, North Bristol NHS Trust |

- Rebecca Harrold (RH) - Commissioning Manager, Partnerships & Commissioning Team, South Glos Council
- Richard Kelvey (RK) - D/Supt. Investigations, Head of Manage, Avon & Somerset Police
- Fran McGarrigle - Head of Safeguarding Adults, AWP
- Paul Volker (PV) - Drug & Alcohol Action Team Project Worker, Children, Adults & Health, South Glos Council
- Deryck Rees - Avon & Somerset Police

1.	Introduction and apologies Welcome by Sally Lewis, introductions from those present, apologies read out where provided.			
2.	Confidentiality Confidentiality statement signed by those present. Chair reminded everyone of the importance of this.			
3.	Minutes of last meeting held on 8th June 2017:			
3.1	Inaccuracies: Page 3, item 4, Lisa Harvey arrived at the meeting late. Omissions: None Minutes agreed and accepted			
3.2	Matters/Actions arising from last meeting held on 8th June 2017			
Item	Agenda No.	Action	Resp.	Status
Process of Performance Reports	10	QA sub-group to look at page 8 of the quarterly quality assurance and performance report, safeguarding cases by type. Neglects and Acts of Omission have significantly increased.	QA Sub group	Completed
		Look into which staff are not recording ethnicity.	EG/JE	Completed
Quality Assurance Audit	12	FM to take back to the QA Sub-Group that AWP should have been involved and completed an audit.	FM	Completed
		Board members to look at the audit and see how they do things in their own organisations and what (if anything) needs improving on.	All	Completed
		Feedback to Lisa Harvey by the end of June 2017 how the findings in the audit were used in Board members' organisations.	All	Completed
New Police Structure	13	Presentation to be sent out with these minutes for Board members to read in full.	CBe	Completed
Trading Standards Report	14	Communications & Engagement Sub-Group to discuss how to engage with the public on scams at their next meeting in July 2017.	Comms sub gp	Completed
		Trading Standards staff to be invited to attend the next SAB on 7 th September 2017.	ST	Completed

		Action
3.3	<p>Discussion from Matters arising above (from last meeting held on 8th June 2017)</p> <p>Trading Standards to attend SAB on 7 December 2017. The most vulnerable will be identified to help first. Trading standards training is being organised.</p>	
4.	<p>Quality Assurance Sub-Group</p> <p>Theme for Q4 audit: There had been no decision for what the subject is to be for Q4. Various ideas were discussed and Trading Standards for Q4 was agreed for the June 2018 SAB.</p> <p>The Board noted the work of the Quality Assurance Sub Group for Q1 and the planned ongoing work.</p>	
5.	<p>Learning & Development Sub-Group</p> <p>The sub-group are looking at how the multi-agency safeguarding training package can be promoted as Gold Standard Training.</p> <p>The sub-group are looking at how to engage with the community based sector and encourage them to take up the multi-agency training offer.</p> <p>The joint conference in June 2017 was a successful event. There were 122 delegates, of which the majority worked for South Gloucestershire Council. The feedback about the event was positive. Details will be in the next SAB Newsletter and a keynote presentation is attached to these minutes.</p> <p>A small profit was made at the joint conference and this will be used for the smaller event that is planned for January 2018.</p> <p>The next joint SAB conference is on 12 June 2018 – any ideas for the theme/ workshops, please email NT.</p> <p>A training needs analysis is to be completed to find out what courses are missing from the multi-agency safeguarding training package. If Board members have any ideas of people to contact re: providing courses, please email NT.</p> <p>Marie Martin (AWP) now sits on the sub-group. An inter-collegiate document is being produced.</p> <p>NHS England are producing a Best Practice Guidance. There is a push in putting adult safeguarding on the same level as children’s safeguarding.</p> <p>PN is attending a meeting in Taunton next week and will feedback the details to NT.</p> <p>There is to be a joint meeting with the SCB’s Learning & Development Sub-Group to discuss and promote training, etc.</p> <p>Re: the Trained Trainer Network. The trainers are meeting on 27 September 2017 and there will be a workshop in the new year for this group. The Network will be fully rolled out from April 2018 onwards.</p>	<p>ALL</p> <p>ALL</p>

	The Board members are requested to continue to promote the multi-agency SGA Training Offer as appropriate through their organisations/sectors.	ALL
6.	<p>Communications & Engagement Sub-Group</p> <p>The SAB and SCB Communications & Engagement sub-groups now meet jointly.</p> <p>Re: Making Safeguarding Personal. The sub-group are requesting Board members let them know of our accessible service user groups and who the contact person is. Please let SP know before the sub-group's next meeting on 7 November 2017.</p>	ALL
7.	<p>Policies & Procedures Sub-Group</p> <p>The sub-group have started work on the draft self-neglect guidance by looking at other local authorities/organisations' guidance and pulling the information together. The guidance will be on the website when completed.</p> <p>Once the self-neglect guidance is completed, the sub-group will then start on the guidance for Domestic Abuse.</p> <p>The Avon Fire & Rescue Service have produced useful tools/policy around self-neglect and agreed to send to JE.</p> <p>JE said a lot of work has gone into producing the Multi-Agency Quarterly Quality Assurance & Performance Report by the SGC information management team and the information is getting better and more reliable. It is hoped any small problems will be sorted by the next SAB Board meeting.</p>	NL
8.	<p>Safeguarding Adult Reviews Sub-Group</p> <p>There are two referrals for SAR, both of which will be discussed at the sub group meeting next week on 12th September 2017.</p> <p>DR will update the next SAB Board meeting about these referrals.</p>	
9.	<p>Strategic Plan Update</p> <p>The Business Plan Priorities for 2017/18 is now fully completed.</p> <p>ST to email the Chairs of the sub-groups for their updates and ST will provide updates on the progress of the next Business Plan Priorities.</p> <p>It was agreed by the Board members to link across the Children's and Adults Boards re: domestic abuse.</p> <p>The draft annual report for 2016/17 has been produced – any mistakes, please let ST know as soon as possible.</p> <p>ST would like an "easy read annual report" for people with learning disabilities to be completed. There is an organisation that completes this work for about £430. The Board agreed to fund the production of an "easy read annual report".</p> <p>The Board accepted the report and agreed it should be published when any amendments are completed.</p>	<p>Chairs</p> <p>ALL</p>

<p>10.</p>	<p>AWP Report re: closure of a Ward</p> <p>Three issues have come out of this report:-</p> <ul style="list-style-type: none"> • The developed culture in the Ward. • The model of care. • The effectiveness of multi-disciplinary partnership. <p>The learning points are:-</p> <ul style="list-style-type: none"> • To have a communication strategy – who leads on what, etc. • Practice Guidance on Organisational Abuse – needs to reference this type of circumstance. Can the guidance be updated to encompass what has been learnt from this case. <p>SL said there are wider issues for the Board. For instance, it is concerning the lack of engagement of partners throughout the process and the CEO of AWP has been asked to look at their processes. SL has met with the Chair of the BSAB and a joint meeting has been arranged for 13 September 2017 to discuss the wider issues and concerns.</p> <p>If Board members require more detailed information about this case contact ST.</p> <p>The Board agreed to take this issue forward.</p>	
<p>11.</p>	<p>MAPPA Serious Case Reviews</p> <p>A presentation was given by DM to examine whether MAPPA arrangements were effectively applied and whether agencies worked together to do all they reasonably could do to manage effectively the risk of further offending in the community.</p> <p>Key learning points:</p> <ul style="list-style-type: none"> • Assessment of sex offenders – to be completed fully and appropriately pulling all relevant information together. • Information sharing with partner agencies. • The Chairs of MAPPA should ensure that safeguarding actions are not discontinued on the basis of a return to custody <p>The presentation is attached to these minutes.</p>	
<p>12.</p>	<p>QA Audit</p> <p>There has been important learning from this audit.</p> <p>Adult 3 was re-opened by Safeguarding (SGC) due to this audit and he is now engaging with the social worker. This case highlighted the lack of communication between agencies and some lack of understanding about making referrals to Safeguarding.</p> <p>Action: Member organisations to consider where practice could be improved in their own organisations or in partner organisations as a result of the learning from this audit.</p> <p>Action: What actions member organisations have taken in their own organisations as a result of the recommendations.</p> <p>Please email PN - paulette.nuttall@nhs.net with this information.</p>	<p>ALL</p> <p>ALL</p>

<p>13.</p>	<p>Safeguarding in Primary Care</p> <p>A presentation was given by PB on how to engage with GP's around safeguarding adults. GP's have to attend safeguarding children's training as it is statutory, which safeguarding adults is not, so joint training is being undertaken. PB would like to embed safeguarding adults and children so that GP's actively look for any issues. PB and his team are working hard to engage GP's and raise awareness of the importance of safeguarding adults as well as children.</p> <p>The presentation is attached to these minutes.</p> <p>PB briefly explained that the local CCG's are merging and called BNSSG. PN is to update SAB at the next Board meeting.</p>	
<p>14.</p>	<p>Avon Fire & Rescue – Update & Hoarding Scales</p> <p>NL explained he works with 4 unitary authorities and their safeguarding adults boards. NL wants to engage with all partner agencies, but is unable through lack of time to attend all the SAB's he is a member of. However, NL advised he would be pleased to hear from Board members if they require any information.</p> <p>A presentation was given (and attached to these minutes) highlighting the following:-</p> <ul style="list-style-type: none"> • Hoarding is a risk to crews – accessing a house/flat is difficult due to windows/doors being blocked by hoarding. • Hoarding adds to fire loading. • Share risk information with Avon Fire Service around who hoards. • Avon Fire Service can visit a person who hoards to discuss the fire risk of their hoarding. This may set the way for other agencies to then visit. • Collaborative approach to help hoarders. • Partner agencies need to involve the Avon Fire Service when a person is known to seriously hoard. • Avon Fire Service want to link with partner agencies to tackle this problem. • Hoarders will be recorded on Avon Fire Service system – know where to access, how serious hoarding is, where the hoarder lives/sleeps. • Gather information from partner agencies and share risk with crews and partner agencies. • The Avon Fire & Rescue Service have procedures around safeguarding. • Hoarders can be advised re: relocating their belongings from the heat source, so reducing the risk, signposting for help/support, and hopefully move on to going through the hoarded belongings and remove. 	
<p>15.</p>	<p>Next Link</p> <p>Next Link did a presentation explaining they are the new provider for domestic abuse support services in South Gloucestershire. Domestic abuse in households is a problem in that agencies involved do not always know because no-one asked.</p> <p>Next Link will be providing a new service for men and victims with complex needs. There is a connection between domestic abuse, LD and MH, elderly and family carers, repeat victimisation, coercive or controlling behaviour and forced marriage.</p>	

	<p>Next Link wish to work in partnership, collaboration and information sharing with SAB partner agencies and ask that they be informed if domestic abuse is picked up in a household by any partner agency, for instance when the Avon Fire & Rescue Service visit a home about fire risks.</p> <p>Next Link are formally launching their service on 19 September 2017.</p> <p>Presentation attached to these minutes.</p>	
16.	<p>National/Local Updates</p> <p>None</p>	
17.	<p>AOB</p> <p>SL tenure as Chair of SGSAB is ending and PM thanked her for all her hard work as the Chair of SGSAB for the last 3 years. A card and flowers were presented from the Board members.</p>	
18.	<p>Summary Feedback</p> <p>To be sent out as soon as possible by ST.</p>	ST
	<p>Date, time and venue of next meeting</p> <p>– Thursday, 7th December 2017, at 9.30 a.m. at Kingswood Civic Centre, F18</p>	

Signed:

Sally Lewis

Name: Sally Lewis

Designation: Independent Chair

Date: 25 September 2017