

South Gloucestershire Safeguarding Adults Board

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



Present:

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| Peter Murphy (PM) | - Chair/ Director, Children, Adults & Health, South Glos. Council |
| Simon Allen (SA) | - Strategic Lead, Sirona Care & Health |
| Catherine Boyce (CB) | - Strategic Safeguarding Service Manager, South Glos. Council |
| Anne Clarke (AC) | - Head of Adult Care & Social Housing, South Glos Council |
| Judy Eke (JE) | - Adult Safeguarding Manager, Children, Adults & Health, South Glos. Council |
| Rebecca Harrold (RH) | - Commissioning Manager, Partnerships & Commissioning Team, South Glos. Council |
| Sam Hawker (SH) | - AbleCare Homes, Care Home Representative |
| Karen John (KJ) | - Healthwatch South Glos, The Care Forum |
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| Fran McGarrigle (FMcG) | - Head of Adult Safeguarding, AWP |
| Paulette Nuttall | - Safeguarding Adults Lead Nurse, South Glos CCG |
| Sarah O'Leary | - Safe Link |
| Sharon Prowse (SP) | - Manager, Freeways |
| 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 |
| Carole Bevington (CBe)
& Carley Grimes (CG) | - Note Takers, Business Support, Children, Adults & Health, South Glos. Council |

Apologies

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| Paul Coates (PCo) | - Director of Housing & Communities, Merlin Housing Society |
| 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 |
| Neil Liddington (NL) | - Unitary Group Manager, Avon Fire and Rescue |
| Mark Pullin (MP) | - Strong, Safer Communities Manager, Environment & Community Services, South Glos. Council |
| Anne Morris (AM) | - Nurse Director, South Glos. CCG |
| Rosemary Johnson (RJ) | - Service Manager, Children, Adults & Health, South Glos. Council |
| Gill Brook (GB) | - Head of Patient Experience, North Bristol NHS Trust |
| Morgan Daly (MD) | - Director of Community Services, The Care Forum |
| Peter Bagshaw (PB) | - Safeguarding Lead GP, South Glos. CCG |
| Richard Kelvey (RK) | - D/Supt. Investigations, Head of Manage, Avon & Somerset Police |
| Paul Volker (PV) | - Drug & Alcohol Action Team Project Worker, Children, Adults & Health, South Glos. Council |
| Jayde O'Brien (JO'B) | - Senior Probation Officer, National Probation Service |
| Mark Coates (MC) | - Director, Supported Housing & Empowerment, Knightstone Housing Association |
| Kirsty Eastham (KE) | - Manager, Partnerships & Commissioning, South Glos. Council |
| Carol Metters (CM) | - Chief Executive, Next Link |
| Anne Morris | - Nurse Director, South Glos CCG |

Mark Pietroni
 Deryck Rees
 Sarah Weld

- Director of Public Health, South Glos Council
- Detective Chief Inspector, Avon & Somerset Police
- Consultant in Public Health, South Glos Council

1.	Introduction and apologies Welcome by Peter Murphy, 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 7th September 2017:				
3.1	Inaccuracies: Page 3, no. 5, 3 rd paragraph, 2 nd sentence: There were 122 delegates, of which the majority work in South Gloucestershire. Omissions: None Minutes agreed and accepted				
3.2	Matters/Actions arising from last meeting held on 7th September 2017				
	Item	Agenda No.	Action	Resp.	Status
	Learning & Development Sub-Group	5	The Board members are requested to continue to promote the multi-agency SGA Training Offer as appropriate through their organisations/sectors.	ALL	Ongoing
	Communications & Engagement Sub-Group	6	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.	ALL	Completed
	QA Audit	12	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.	ALL	Completed
			What actions member organisations have taken in their own organisations as a result of the recommendations.	ALL	Completed
					Action
3.3	Discussion from Matters arising above (from last meeting held on 7th September 2017)				
	Taking the lessons learned from the QA Audit and acting on the recommendations.				ALL
4.	New Chair Information				
	David Cooper has been appointed as the new Independent Chair of South Glos SAB and will attend the Business Meeting on 26 January 2018. David was previously the Chair of West Sussex SAB and comes with a good reputation.				

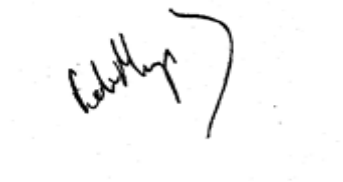
<p>5.</p>	<p>Quality Assurance Sub-Group</p> <p>Paulette Nuttall has now taken over as the Chair of this sub-group.</p> <p>The sub-group undertook the audit in respect of adults open to Safeguarding for sexual abuse and presented a report of their findings on 4 cases:-</p> <p>Adult 1 – Although there was no evidence that Adult 1 had been invited to a safeguarding meeting to ensure their outcomes were known, it was evidenced that all was completed that should have been and Adult 1 was safe.</p> <p>Adult 2 – Adult 2 was already known and the safeguarding concern was closed immediately as various agencies were already involved supporting them. It was discussed internally to ensure that if Adult 2 comes back into safeguarding with similar concerns, the case is not to just be closed without investigation by safeguarding. Processes updated to ensure this. However, all processes had been followed and safety plans put in place, and the various agencies involved worked together with a proportionate response and correct services engaged.</p> <p>Adult 3 - All appropriate measures taken and appropriate support given. Protection plan with preventative measures put in place.</p> <p>Adult 4 – Both children’s and adults’ services are involved and the case is ongoing. As this is an ongoing case the QA sub-group had not obtained all the information they required to fully audit, but are now aware they can be more specific about what information they require for their meetings from the relevant agency/ies, which also includes the police and the local authority.</p> <p>Next audit for March 2018 SAB is on Domestic Abuse.</p> <p>Recommendations agreed.</p> <p>Action: A ‘Revised Audit Process for 2018’ form has been designed and is to be sent out to Board members. The Board asked that the form be amended to stop yes/no answers being given.</p>	
<p>6.</p>	<p>Performance Report</p> <p>There are still a few gaps in the data currently, ie ethnicity and client support group - not all the data is on the system. This has been flagged up with the CSO desk and it is hoped this will now improve. It was noted that recording on the client database is overall much improved.</p> <p>It is felt that the number of safeguarding referrals reducing again this quarter could in part be due to the greater emphasis on encouraging people to phone to discuss their concerns before making a referral. Also, there is more dialogue between staff of different teams due to now working in the same building (Badminton Road office).</p> <p>Re: Duration of safeguarding cases (2.2 of report), JE said she is not confident with this particular data. RJ will be looking into this in the new year and will provide commentary on this section. JE said it needs to be ensured that when a case is closed on the client database that it is closed properly – AC said she will look into this.</p> <p>2.3/2.4 – Ed Gibbons contacts the Police for this information. However, Avon & Somerset Police have been re-organising this year and so there have been problems getting information from them, which is also a problem for the Children’s Board.</p>	

	<p>Section 4: DoLS – PM said he is concerned re: how applications are prioritised and how long they are on the waiting list.</p> <p>Action: The Board would like an update on NBT’s safeguarding work. ST to write to GB re: reduction in referrals and to attend the March 2018 SGSAB to give an update.</p> <p>Action: Business Support to ensure that any document that is in colour is sent to Board members in colour for future meetings.</p>	<p>ST</p> <p>CBe</p>
7.	<p>Learning & Development Sub-Group</p> <p>Different agencies are attending South Council courses with an 81% show. The Care Forum also provides training. Positive feedback is being given about the courses provided.</p> <p>An impact measurement is to be completed to see if course attendees are using what they have learnt in their practice.</p> <p>A draft local version of the National Competency Framework for safeguarding adults has been written and will be sent out to all agencies when fully agreed. The Children’s Board also has a version. The sub-group met with their counterparts of Bristol City Council’s SAB where it was agreed to provide regional training on this. This has been offered to North Somerset Council’s SAB as well – awaiting their response.</p> <p>Action: Any comments/amendments, please let Nick Thorne know by 22 December 2017.</p> <p>The Board agreed it would be good for all agencies to use this document in their own organisations.</p> <p>The sub-group are meeting jointly with the Children’s Board to work together with Trading Standards on adding/updating the training already provided.</p> <p>The joint safeguarding adults board annual conference will take place on 12 June 2018 at the BAWA Club. Profit was made from the 2017 annual conference and it is planned to use this for smaller events to highlight safeguarding adults - coercive control will be one of these. ‘Cuckooing’ is also to be highlighted.</p> <p>Action: Board members to continue to promote the multi-agency SGA Training Offer as appropriate through their organisations/sectors.</p>	<p>ALL</p> <p>ALL</p>
8.	<p>Communication & Engagement Sub-Group</p> <p>Action: The safeguarding adults and children’s websites need new information/updates – any learning, events, good news stories or training that can be shared are to be sent to Catherine Harrington (South Glos Council) for the website.</p>	<p>ALL</p>
9.	<p>Policy & Procedures Sub-Group</p> <p>The multi-agency safeguarding policy has been re-written to make the style and presentation more accessible to organisations. The draft is ready to be ratified by local SAB’s, who have received this during December 2017.</p> <p>PM asked for the Right to Advocacy and Criminal Exploitation/Cuckooing to be highlighted in the policy. Also, an amendment to: page 9, 2.5.1, re: victim is dependent on abuser – to be corrected.</p>	

	<p>Any further comments/amendments to JE by 22 December 2017.</p> <p>Once ratified by all the local boards the document will be sent out during January 2018.</p> <p>The multi-agency procedures were accepted with suggested amendments to be considered.</p> <p>Action: all board members are asked to ensure the organisations they represent are aware of the need to update internal procedures in line with the agreed multi-agency procedures.</p> <p>The practice guidance on self-neglect has been drafted – the sub-group used the guidance available from Gloucestershire, BANES and North Somerset. Any comments welcomed by 22 December 2017.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
10.	<p>Safeguarding Adult Reviews Sub-Group</p> <p>This sub-group is now up and running and has met twice. An update will come to the next SAB in March 2018.</p>	
11.	<p>Budget Report 2017/18 – 6 months</p> <p>The budget spreadsheet was noted and agreed by Board Members.</p>	
12.	<p>LGA Review – Making Safeguarding Personal (for safeguarding adults boards)</p> <p>A document has now been received and is circulated with these minutes.</p> <p>AC and PM will meet to discuss the document and bring to a future Board. PM also suggested that it also be discussed at the Business Planning Meeting on 26 January 2018.</p>	
13.	<p>Making Safeguarding Personal Presentation</p> <p>JE presented the Making Safeguarding Personal document that is specific to safeguarding adults boards. JE said it is a good document which can be used in practice. It will be discussed at the January Business Planning Meeting and be used when writing our business plan.</p> <p>JE asked that board members think about the following in preparation:-</p> <p>What should we STOP doing What should we START doing What should we KEEP doing</p>	<p>ALL</p>
14.	<p>National/Local Updates</p> <p>A regional SARs conference has been held, which was interesting. The report will be circulated to Board Members and discussed at the January Business Planning Meeting.</p> <p>The SAC (safeguarding adults collection) returns have been sent in. The results will be compared regionally at the January meeting and then shared at the March 2018 SAB.</p>	

	CB informed the Board that although it is usually the Police who recommend a SAR referral, all organisations can recommend one and asked that Board Members take this back to the organisations they represent.	ALL
15.	AOB CB will not be in work for 3 months from 17 January 2018.	
	Date, time and venue of next meeting – PLEASE NOTE CHANGE OF VENUE – Thursday, 8 March 2018, at 9.30 a.m. Room Ground 0012, at South Gloucestershire Council Offices, Badminton Road, Yate, BS37 5AF	

Signed:



Name: Peter Murphy

Designation: Chair/Director, Children, Adults & Health, South Glos. Council

Date: 8th January 2018