

South Gloucestershire Safeguarding Adults Board

Minutes of the meeting held on 8th September 2016 Kingswood Civic Centre



Present:

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| Sally Lewis (SL) | - Independent Chair |
| Catherine Boyce (CB) | - Strategic Safeguarding Service Manager, South Gloucestershire Council |
| Dee Colam (DC) | - Interim Head of Adult Social Care & Housing, South Gloucestershire Council |
| Chris Saunders (CS) | - DCI Manage North, Avon & Somerset Police |
| Lisa Harvey (LH) | - Deputy Nurse Director, Head of Safeguarding, South Glos. CCG |
| Sharon Prowse (SP) | - Manager, Freeways |
| Sam Hawker (SH) | - AbleCare Homes, Care Home Representative |
| Morgan Daly (MD) | - Director of Community Services, The Care Forum, |
| Jan Gresham (JG) | - Director of Operations, Milestones Trust, Voluntary Sector Representative |
| Rosemary Johnson (RJ) | - Service Manager, Children, Adults & Health, South Gloucestershire Council |
| Peter Murphy (PM) | - Director, Children, Adults & Health, South Gloucestershire Council |
| Mark Pullin (MP) | - Strong, Safer Communities Manager, Environment & Community Services, South Gloucestershire Council |
| Ben Stokes (BS) | - Councillor, Adults, Housing & Public Health Committee Chair |
| Judy Eke (JE) | - Senior Practitioner, Access Team, Children, Adults & Health, South Gloucestershire Council |
| Nick Thorne (NT) | - Workforce Development Team Manager, Chief Executive & Corporate Resources, South Gloucestershire Council |
| Sheila Turner (SDT) | - Adult Safeguarding Manager, Children, Adults & Health, South Gloucestershire Council |
| Geoff Watson (GW) | - Professional Lead for Social Work, Sirona Care & Health |
| Jackie Schachner | - Note Taker, Business Support, South Gloucestershire Council |
| Carole Bebington | - Note Taker, Business Support, South Gloucestershire Council |

Guest:

- Jon Shaw, Head of Commissioning, Partnerships & Performance, South Glos. Council

Apologies:

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| Peter Bagshaw (PB) | - Safeguarding Lead GP, South Glos. CCG |
| Paul Chapman (PC) | - Inspection Manager, CQC |
| Richard Kelvey (RK) | - D/Supt. Investigations, Head of Manage, Avon & Somerset Police |
| Neil Liddington (NL) | - Unitary Group Manager, Avon Fire & Rescue |
| Anne Morris (AM) | - Nurse Director, South Glos. CCG |
| Mark Pietroni (MP) | - Director of Public Health, South Glos. Council |
| Sue Smith (SS) | - Head of Safety, Equalities & Complex Needs, HMP Eastwood Park |
| Sarah Thompson (ST) | - Safeguarding Manager, South West Ambulance Service |
| Paul Coates (PCo) | - Director of Housing & Communities, Merlin Housing Society |
| Sonia Fuzland (SF) | - Assistant Director (Supported Housing) Knightstone Housing Association |
| Claire Summers (CS) | - Senior Probation Officer, National Probation Service |

- John Owen (JO) - Clinical Director, Avon & Wiltshire Mental Health Partnership Trust
- Gill Brook (GB) - Head of Patient Experience, North Bristol NHS Trust
- Rebecca Harrold (RH) - Commissioning Manager, Partnerships & Commissioning Team, South Gloucestershire Council

1.	Introduction and apologies Welcome by Sally Lewis, introductions from those present, apologies read out where given. Welcome especially to new members.				
2.	Confidentiality Confidentiality statement signed by those present. Chair reminded everyone of the importance of this.				
3.	Minutes of last meeting held on 6th June 2016				
3.1	Inaccuracies:	None			
	Omissions:	None			
	Minutes:	Agreed			
3.2	Matters/Actions arising from last meeting held on 6th June 2016				
	Item	Agenda No.	Action	Resp.	Status
	Quality Assurance Sub-Group	4	Monitor single organisation audit. Definition of audit to be clarified/ explored.	QA Sub-Group	Complete
		4	Section 3 of the report to be developed further. Comments to Lisa Harvey.	All	See item 4
	Training Sub-Group	5	Board members are requested to promote the multi-agency SGA Training Offer as appropriate through their organisations/sectors.	All	Ongoing
	Communications Sub-Group	6	Stop Adult Abuse Week is 13 th - 17 th June 2016. Board members to encourage their organisations/sectors get involved. Key message is: "if in doubt, speak out!"	All	Complete
			South Glos. Safeguarding Adults & Children Boards Communications Plan 2016/17 to be distributed to all Board members.	Comms. Sub-Group	See item 6
	Policy & Procedures Sub-Group	7	Policies/Procedures to be put on the website.	SDT	Complete
	Strategic Plan update	9	As a first step, GW (police) will liaise with Catherine Boyce and report to the next SAB meeting on 8th September 2016 with recommendations of how to achieve this priority.	Police / Probation	See item 9

	Budget update	10	This issue to be on the agenda of the next Board meeting on 8th September 2016 when more information will be available.	SL/CB	See item 10
	Making Safeguarding Personal update	12	Results of the first year's worth of feedback from service users to be brought to next Board meeting on 8th September 2016.	Comms Sub-Group	See item 11
	Regional Adult Safeguarding Outcome and Performance Self-Assessment Audit	13	Provide an introduction to go with the report. SL	SL	Underway
			SAB to take this report to the next Safeguarding Consortium.	CB	Complete
	AOB	15	Catherine Boyce will email all Board members formally inviting volunteers to sit on interview panel.	CB	Complete
Action					
3.3	Discussions from Matters Arising above (from last meeting held on 6th June 2016)				
	Agenda item 13: Regional Adult Safeguarding Outcome and Performance Self-Assessment Audit				
	Action: Introduction by SL and report to be distributed with SAB minutes of 8 th September 2016.				SL/ Admin.
4.	Quality Assurance Sub-Group				
	The Board was requested to note the work of the sub-group during Quarter 3 and planned ongoing work:				
	<ul style="list-style-type: none"> Amendments made as requested to revise multi-agency quarterly performance report. Quarter 1 report will be presented at December 2016 SAB. Alignment of performance report and multi-agency audits. The development and implementation of multi-agency performance framework 				
	It was explained that the sub group had been unable to progress the thematic audit on cases open for 9 months or longer because required audit work had not been completed by some partners. Relevant Board members were asked to ensure the work was undertaken. This will now be conducted in November.				
5.	Training Sub-Group				
	Second joint SAB conference (South Glos. & Bristol) to be held on 11 October 2016 (am). Event theme: Safeguarding and Mental Capacity: evidence-based decision-making. Keynote speaker: HLJ Sir James Munby, plus IMCA Service and British Institute of Human rights. Details distributed 13 th September 2016.				
	It was proposed that SAB approve the planned work the sub-group has identified to progress Strategic Plan Priorities 5.5 and 5.6. Multi-agency Training report will be in line with QA Sub-Group and Q2 will be presented at December 2016 SAB. AGREED				
	Action: Board members are requested to promote the multi-agency SGA Training Offer as appropriate through their organisations/sectors.				ALL
	Methods to develop the website as a resource library to complement safeguarding training are being explored.				

6.	<p>Communications Sub-Group</p> <p>Stop Adult Abuse Week feedback: this year there was a drive in social media, rather than with stands. Presentation describing the outcomes of the initiative to be distributed with SAB minutes of 9th September 2016.</p> <p>New logos for SAB and SCB: Board members were asked to vote for their choice between 3 logos for SAB and SCB. The outcome of the voting by both Boards will be advised at December meeting on 9th December 2016.</p> <p>Action: Board members requested to submit articles for the next newsletter and for the website.</p>	ALL
7.	<p>Policy & Procedures Sub-Group</p> <p>The sub-group has updated the Multi-Agency Organisational abuse practice guidance in line with the Care Act 2014.</p> <p>It was proposed that the Board agree the Organisational Safeguarding practice guidance. AGREED with minor changes.</p> <p>Action: Changes to guidance to be made. Action: Board members to ensure that the organisations they represent review their internal procedures to align with guidance. Action: Guidelines to be posted on website at www.southglos.gov.uk/safeguarding/ with policy and procedures.</p> <p>Sub-group terms of reference were provided for information.</p>	SDT ALL SDT
8.	<p>Safeguarding Adult Reviews Sub-Group</p> <p>First meeting held on 25th July 2016. The sub-group's priority is to develop a process in managing Safeguarding Adult Reviews relating to suspicious deaths and suicides.</p> <p>Relationship with area prisons relating to safeguarding requires further development. There have been 4 recent deaths of women at Eastwood Park Prison within a short space of time. There are three adult custodial establishments in South Gloucestershire, a women's prison, a male adult public sector prison and a male adult private sector prison.</p> <p>It has been agreed that two SAB members be trained in SCIE methodology for SARs. Sub-group are developing their Terms of Reference.</p> <p>Action: Summary of SAR sub-group plan to be provided to Manager, Organisational Safeguarding.</p>	CS
9.	<p>Strategic Plan update</p> <p>Priority 5.3 – Map preventative work in South Gloucestershire in order to identify gaps, including work with perpetrators/potential perpetrators. AGREED: To defer this item to next SAB meeting for police and probation presentation on 9th December 2016.</p> <p>Plan: - The Chair explained that sub-group chairs group was monitoring the plan and invited all Board members to raise any issues - none were raised.</p>	
10.	<p>Update on Board Manager/Board Finances</p> <p>It was reported that at a recent LSCB consortium the subject of cost sharing budgets for Boards was discussed and a shared understanding was agreed. At the meeting of sub-group chairs two issues were discussed:</p> <ul style="list-style-type: none"> • How to service the Board • The budget required to administer and support the Board <p>The SCB has agreed to appoint a joint Board Manager.</p>	

	<p>It was agreed that SAB also agree to appoint a joint Board Manager on a two year limited term contract. A job description for the position is being drafted. AGREED</p> <p>It was proposed that SAB approve the 2016/17 budget as submitted in the report. AGREED</p> <p>It was proposed that the full cost of the SAB budget be met from the Care Act Funding within the Better Care Fund. AGREED</p>	
11.	<p>Making Safeguarding Personal</p> <p>The Board viewed a presentation on the feedback from the first year's questionnaires. Results were broadly encouraging and improvements to the questionnaire format had been identified. It is planned to continue with the questionnaires and MSP will become part of the audit process. The option of following up with more in-depth interviews was raised by the Board and suggestion as to how this might be achieved. The matter will be progressed at the sub-group chairs meeting.</p> <p>Action: Further the model of best practice in MSP within member organisations and explore development of greater in depth sampling.</p>	ALL
12.	<p>National/Local Updates</p> <ul style="list-style-type: none"> • National SA Boards Network meeting 07.09.2016. One item for discussion at that meeting was to address implications of proposed government changes to LSCBs Action: Details to be provided for next SAB on 9th December 2016. • Effective April 2017 Sirona Care & Health will no longer be providing services to B&NES. Contract has been awarded to Virgin. This will have implications for representation at various meetings including SAB. • The Police and Crime Commissioner's draft Police and Crime Plan features vulnerability as a central priority. The public consultation is now closed and the final plan is expected in October 2016. http://www.avonandsomerset-pcc.gov.uk/News-and-Events/News-Archive/2016/June/PCC-launches-'your-policing-priorities'-consultation.aspx . • South Glos CCG working closer with Bristol and North Somerset CCGs. 	SL
13.	<p>AOB</p> <p>None</p>	
14.	<p>Key Messages</p> <p>SDT: Continue work on MSP, multi-agency audit.</p> <p>BS: Police website, SGC website re training, QA reports</p> <p>MD: Organisational safeguarding practice guidance, social media, probation services work.</p> <p>NT: Training for prison staff, build MSP into training, work to align data with QA group.</p> <p>MP: Updating procedures.</p> <p>GW: Ensure BANES P & Ps aligned with South Glos P & Ps, Board Manager post; possible secondment.</p> <p>CB: Board Manager, Care Home Providers Forum re conference on 11.10.16, feedback re Stop Abuse Week, organisational abuse, MSP questionnaire, police website.</p> <p>DC: Audit completion, training, conference, practice guidance, police website.</p>	

	<p>CS: Conference, Board Budget & Manager, support re sub-group chairs.</p> <p>JG: Conference, align P & Ps with South Glos.</p> <p>LH: Work with SGC analyst, meet with MD (Care Forum), review CCG policies</p> <p>RJ: Conference, highlight website, work of comms. sub-group, MSP questionnaire.</p> <p>SP: Policies & Procedures, in-depth questions on MSP questionnaire.</p> <p>SH: Conference, highlight website, share information about Stop Adult Abuse week and Organisational Abuse practice guidelines, MSP.</p> <p>JE: MSP questionnaire.</p> <p>PM: Conference planning, Police Crime Commissioner.</p> <p>SL: Board Manager job description, Board budget.</p>	
15.	<p>Summary Feedback</p> <p>Distributed to members on 13th September 2016.</p>	
	<p>Date, time and venue of next meeting</p> <p>– Thursday, 9th December 2016 at 9.30 a.m. at Kingswood Civic Centre</p>	

Signed:

Sally Lewis

Name: Sally Lewis

Designation: Independent Chair

Date: 23 September 2016