

# South Gloucestershire Safeguarding Adults Board

## Minutes of the meeting held on 10<sup>th</sup> December 2015 Kingswood Civic Centre



### Present:

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|-------------------|---|
| Sally Lewis       | - Independent Chair   |
| Carolyn Belafonte | - Detective Superintendent, Avon & Somerset Police                          |
| Catherine Boyce   | - Strategic Safeguarding Service Manager, South Gloucestershire Council     |
| Paul Coates       | - Director of Housing & Communities, Merlin Housing Society                 |
| Jan Gresham       | - Director of Operations, Milestones Trust – Independent – Voluntary Sector |
| Lisa Harvey       | - Deputy Nurse Director, South Gloucestershire Clinical Commissioning Group |
| Mike Hook         | - Avon & Somerset Probation   |
| Rosemary Johnson  | - Service Manager, Children Adults & Health, South Gloucestershire Council  |
| Peter Murphy      | - Director, Children Adults & Health, South Gloucestershire Council         |
| Rowena Hastings   | - Avon & Wiltshire Mental Health Partnership Trust (AWP)                    |
| Ben Stokes        | - Councillor, Adults, Housing & Public Health Committee Chair               |
| Claire Summers    | - Senior Probation Officer, National Probation Service                      |
| Nick Thorne       | - Team Leader, Workforce Development, South Gloucestershire Council         |
| Sheila Turner     | - Adult Safeguarding Manager, South Gloucestershire Council                 |
| Geoff Watson      | - Professional Lead for Social Work, Sirona Care & Health                   |
| Jackie Schachner  | - Note Taker, Business Support, South Gloucestershire Council               |
| Carole Bevington  | - Shadow Note Taker, Business Support, South Glos Council                   |

### Guests – Partial Attendance

- |              |                               |
|--------------|-------------------------------|
| Melissa Ward | - Emergency Duty Team Officer |
|--------------|-------------------------------|

### Apologies:

- |                  |  |
|------------------|--|
| Nicola Caldecoat | - Patient Experience Manager, NHS England  |
| Paul Chapman     | - Inspection Manager, Care Quality Commission  |
| Mark Clements    | - Locum Solicitor, Legal Services, South Gloucestershire Council                                     |
| Sean Collins     | - Safeguarding Manager, North Bristol NHS Trust  |
| Sonia Furzland   | - Assistant Director (Supported Housing), Knightstone Housing Association                            |
| Simon Hester     | - Named Safeguarding Professional, South West Ambulance Service                                      |
| Richard Kelvey   | - Avon & Somerset Police   |
| Neil Liddington  | - Unitary Group Manager, Avon Fire & Rescue  |
| Denise Porter    | - Head of Adult Social Care & Housing, South Gloucestershire Council                                 |
| Mark Pullin      | - Strong, Safer Communities Manager, Environment & Community Services, South Gloucestershire Council |
| Sue Smith        | - Head of Safety, Equalities & Complex Needs, HMP Eastwood Park                                      |
| Louise Spencer   | - Development Officer, Healthwatch   |
| Guy Stenson      | - Service Manager, Planning & Partnerships, South Gloucestershire Council                            |
| Sarah Thompson   | - Safeguarding Manager, South West Ambulance Service   |
| Tony Yates       | - Team Leader, National Probation Service  |

					Action
1.	<b>Introduction and apologies</b> Welcome by Sally Lewis, introductions from those present, apologies read out where given. Welcome especially to new members.				
2.	<b>Confidentiality</b> Confidentiality Statement signed by those present. Chair reminded everybody of the importance of this.				
3.	<b>Minutes of last meeting held on 3<sup>rd</sup> September 2015</b>				
3.1	<b>Inaccuracies: None</b> <b>Omissions: None</b> <b>Minutes agreed</b>				
3.2	<b>Matters/Actions arising from last meeting held on 3<sup>rd</sup> September 2015</b>				
	<b>Item</b>	<b>Agenda No.</b>	<b>Action</b>	<b>Resp.</b>	<b>Current Status</b>
	Quality Monitoring Sub-Group	4	Suggestions for new themes for future audits to be sent to Anne Morris.	All	None provided
	Training Sub-Group	5	Feedback on Multi-Agency Safeguarding Adults Training & Development Plan by end of September 2015 to Nick Thorne by email.	All	Completed
			Encourage agencies to respond to Phase 2 Training Survey.	All	Completed
			Discuss training and ways to share training information within own organisations. Feedback suggestion to Nick Thorne.	All	None provided
			It was proposed that the Training Sub-Group organise a joint conference with Bristol funded via a central SAB budget at a cost of approx. £1500.		Agreed
	Communications Sub-Group	6	Articles for 3 <sup>rd</sup> SAB newsletter to be submitted to Simon Smith by 30 September 2015.	All	Completed
	Policy & Procedures Sub-Group	7	Contact Sheila Turner on <a href="mailto:sheila.turner@southglos.gov.uk">sheila.turner@southglos.gov.uk</a> if agency needs to nominate representation on the Policy & Procedures Sub-Group.	All	No contact made
	Business Plan including updates	9	Review membership of sub-groups.	All	Sub-groups need to be reviewing themselves
			Ideas for Business Plan 2016-17 to be considered.	All	Ongoing

					Action
	Annual Report 2014/15	10	Comments to be sent to Jackie Schachner/ Sheila Turner.	All	Annual report completed & on website.
	Safeguarding Website	13	Send website updates and contributions to Catherine Boyce.	All	Ongoing
	Lessons Learnt	14	Include bullet points of Lessons Learnt in Feedback Summary.	JS	Completed
			Pursue inclusion of bullet points in Lessons Learnt in newsletter.	SS	Will be in newsletter due prior to 10.12.15
<b>4.</b>	<b>Constitution and Memorandum of Understanding</b>				
	<p>The Constitution and Memorandum of Understanding/Terms of Reference require further revision. Collaborative work between adults and children's Boards is being considered to ensure efficient delivery. Interim ToRs for sub-groups are required pending discussion on revision of the Constitution.</p> <p>It was proposed that the Independent Chair produce a draft revised Constitution and Memorandum of Understanding/Terms of Reference. <b>AGREED</b></p> <p>It was proposed that the Independent Chair meet with Local Authority, Health and Police Boards to consider the draft and agree a final proposal. <b>AGREED</b></p> <p>It was proposed that the revised Constitution and Memorandum of Understanding/Terms of Reference be brought to SAB meeting of 3<sup>rd</sup> March 2016. <b>AGREED</b></p>				<b>Chair</b>
<b>5.</b>	<b>Quality Assurance Sub-Group</b>				
	<p>Board looked at report and data. At last meeting sub-group agreed the following:</p> <ul style="list-style-type: none"> <li>To align the sub-group as much as possible to the Children's Safeguarding Board sub-group.</li> <li>To provide a draft of the Terms of Reference when template agreed by SAB.</li> <li>To develop ideas on reviewing data from reports.</li> <li>To review the process for completing audits and pilot an in-depth multi-agency format in January 2016.</li> <li>To merge the safeguarding and health reports into the revised reporting template. (Involves work with the Local Authority Information Team).</li> <li>No new themes for future audits were received.</li> </ul> <p>Proposed new format on reporting reviewed. Police have had input. SAB agreed this was an improvement.</p> <p><b>Action:</b> Review data collected on Report Safe 1a – residential/nursing staff, which has fallen. To discuss with Access Team Manager.</p>				<p><b>All actions by sub-group unless otherwise stated</b></p> <p><b>SDT</b></p>

	Action
<p>It was proposed that the name of the sub-group be changed from Quality Monitoring to Quality Assurance. <b>AGREED</b></p> <p>It was proposed that the current format of audits be suspended and a pilot be developed to audit fewer cases in more depth across agencies. <b>AGREED</b></p> <p>It was proposed that work continue to develop a revised performance report which includes quality information. <b>AGREED</b></p>	
<p><b>6. Training Sub-Group</b> – Nick Throne presented a report on the work of the Training sub- group.</p> <ul style="list-style-type: none"> <li>• Priority 1: No comments received on Multi-Agency Safeguarding Adults Training &amp; Development Plan. The plan will now be finalized. Hoarding and Self-Neglect course to become part of core training programme</li> <li>• Priority 2: Workforce survey information being collated into a summary report including comments to send to SAB members</li> </ul> <p><b>Action:</b> Contact providers who have not responded to survey and report findings at next SAB meeting on 3<sup>rd</sup> March 2016</p> <ul style="list-style-type: none"> <li>• Priority 3: Multi-agency joint Safeguarding Boards training on Modern Slavery &amp; Human Trafficking being planned. Co-ordination of training with Prevent officers to include integration of key messages as appropriate into multi-agency safeguarding training.</li> <li>• Priority 4: Joint half-day conference with Bristol City Council to be held on 8<sup>th</sup> March 2016 at BAWA. The theme is “Good practice and protecting vulnerable adults”.</li> </ul> <p>Attendance figures for 2015-16 Quarter 3 are “on track”.</p> <p>There is a requirement for a representative from the Provider Forum to be a member of the training and development sub-group.</p> <p>There is a requirement for a representative from AWP to be a member of the training and development sub-group.</p> <p><b>Action:</b> Rowena Hastings to discuss with John Owen.</p> <p>Request for SAB to approve ongoing planning for timing, approach and focus for joint SAB Conference with Bristol in March 2016. <b>AGREED</b></p>	<p>NT</p> <p>NT</p> <p>NT</p> <p>RH</p> <p>Sub-group</p>
<p><b>7. Communications Sub-Group</b></p> <p>The Board acknowledged and thanked Simon Smith for his contribution as a member of SAB and the Provider Forum and as chair of the Communications sub-group.</p> <ul style="list-style-type: none"> <li>• Articles are required from SAB member organisations for the next newsletter. A variety of contributions were agreed: <ul style="list-style-type: none"> <li>- 8 March 2016 SAB Conference details (NT).</li> <li>- Workforce Survey (NT).</li> <li>- Lessons learnt from Domestic Homicide Reviews. (Update from Carolyn Belafonte).</li> <li>- Lisa Harvey to speak to Kate Mansfield (CCG) about an article.</li> <li>- Ideas for Website (Catherine Harrington).</li> </ul> </li> </ul>	<p>ALL</p>

	Action
<p><b>Action:</b> Suggestions for newsletter contributions to be forwarded to JS by 07.01.16.</p> <ul style="list-style-type: none"> <li>• Members were asked to provide ideas for the Safeguarding Adults website.</li> <li>• A representative from the Provider Forum and the position of Chair are required for the communications sub-group</li> <li>• Next meeting is scheduled for 12<sup>th</sup> January 2016.</li> </ul>	
<p><b>8. Policy &amp; Procedures Sub-Group</b></p> <ul style="list-style-type: none"> <li>• Final draft of multi-agency procedures to be discussed at next meeting on 21<sup>st</sup> January 2016.</li> <li>• Complete procedures to be submitted at next SAB meeting on 3<sup>rd</sup> March 2015.</li> <li>• Claire Summers has agreed to join the Policy &amp; Procedures sub-group.</li> </ul>	
<p><b>9. Safeguarding Adult Reviews Sub-Group</b></p> <ul style="list-style-type: none"> <li>• Draft terms of reference are being finalized.</li> <li>• The sub-group consists of 6 members.</li> <li>• Comments on referrals need to be directed to Ed Yaxley (Chair).</li> </ul>	
<p><b>10. Business Plan including Updates and Planning for next year</b>  Strategic Priority 3: Designated Safeguarding Adults Manager (DASM). The name is to be changed, although the functions will remain the same under the new name. Further guidance is to be received by the end of the year.</p> <p>The Business Plan is on target and the next Business Planning Meeting is on 18 January 2016, 9am-1pm. <b>AGREED</b></p> <p>New members required for the Business Planning Meeting. Paul Coates (Director of Housing &amp; Communities, Merlin Housing Society) offered to join.</p>	
<p><b>11. Board Budget</b></p> <p>Interim budget produced.</p> <ul style="list-style-type: none"> <li>• There are financial pressures on both the Safeguarding Children's Board and the Safeguarding Adults Board and there is the need to achieve efficiencies across both Boards: is there value in some meetings and processes being joint?</li> <li>• Proposed budget amount is £25,000 for 2016-17, and agreement sought for the split to be 50/25/25% between social care, police and CCG.</li> <li>• Proposal that an independent consultant be appointed to review both boards' budgets and support structures.</li> </ul>	<b>Ongoing</b>
<p><b>12. EDT Annual Report</b></p> <p>The report highlighted the significant increase in the need for Mental Health Assessments under the Mental Health Act and the subsequent need for beds. This increase is reflected nationally. Systems are being developed to meet the increased demand and to improve the way statistics/information are stored electronically. <b>AGREED</b></p> <p>The Board requested quarterly updates.</p>	

		Action
13.	<p><b>National/Local Updates, including Provider Issues</b></p> <ul style="list-style-type: none"> <li>• Regional Conference to be held in March 2016 at Exeter Race Course. The main topic is "Self-Neglect". Six Board members to represent South Gloucestershire SAB.</li> <li>• Self-assessment tool has been piloted in Gloucestershire Council. Quality Assurance Sub-Group to discuss the use of this tool for South Glos.</li> <li>• Association of Directors of Adult Social Services (ADASS) report has been published and to be discussed by the Quality Assurance Sub-Group.</li> </ul>	
14.	<p><b>Summary Feedback</b></p> <p>Distributed to members on 15<sup>th</sup> December 2015.</p>	
15.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Newsletter sent to members by e-mail on 10<sup>th</sup> December 2015 was withdrawn and apologies given that the wrong version of one article was included.</li> <li>• Replacement newsletter re-sent to members by e-mail on 14<sup>th</sup> December 2015.</li> </ul>	
	<p><b>Next meeting:</b></p> <p><b>Thursday, 3<sup>rd</sup> March 2016, at 9.30 a.m., Kingswood Civic Centre</b></p>	

Signed:



**Name:** Sally Lewis

**Designation:** Independent Chair

**Date:** 5<sup>th</sup> January 2016