

South Gloucestershire Safeguarding Adults Board

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



Present:

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| Sally Lewis (SL) | - Independent Chair |
| Judy Eke (JE) | - Adult Safeguarding Manager, Children, Adults & Health, South
Glos. Council |
| 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 |
| Anne Morris (AM) | - Nurse Director, South Glos. CCG |
| Sam Hawker (SH) | - AbleCare Homes, Care Home Representative |
| Rosemary Johnson (RJ) | - Service Manager, Children, Adults & Health, South Glos. Council |
| Gill Brook (GB) | - Head of Patient Experience, North Bristol NHS Trust |
| Rebecca Harrold (RH) | - Commissioning Manager, Partnerships & Commissioning Team,
South Glos. Council |
| 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 |
| Claire Summers (CS) | - Senior Probation Officer, National Probation Service |
| Geoff Watson (GW) | - Professional Lead for Social Work, Sirona Care & Health |
| Paul Volker (PV) | - Drug & Alcohol Action Team Project Worker, Children, Adults &
Health, South Glos. Council |
| Jackie Schachner (JS) | - Note Taker, Business Support, Children, Adults & Health, South
Glos. Council |
| Carole Bebington (CB) | - Note Taker, Business Support, Children, Adults & Health, South
Glos. Council |

Guests – Partial Attendance

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| John White (JW) | - Mental Capacity Act & DOLS Manager, Children, Adults &
Health, South Glos. Council |
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Apologies

- | | |
|----------------------|--|
| Catherine Boyce (CB) | - Strategic Safeguarding Service Manager, South Glos. Council |
| Peter Murphy (PM) | - Director, Children, Adults & Health, 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 |
| Dee Colam (DC) | - Interim Head of Adult Social Care & Housing, South Glos. Council |
| 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 |

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 September 2016:																																																	
3.1	Inaccuracies: None Omissions: None Minutes agreed and accepted																																																	
3.2	Matters/Actions arising from last meeting held on 8th September 2016 <table border="1" data-bbox="245 680 1538 1644"> <thead> <tr> <th data-bbox="245 680 437 748">Item</th> <th data-bbox="437 680 628 748">Agenda No.</th> <th data-bbox="628 680 1123 748">Action</th> <th data-bbox="1123 680 1347 748">Resp.</th> <th data-bbox="1347 680 1538 748">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 770 437 904">Introduction To Self Assessment Audit</td> <td data-bbox="437 770 628 837">13 (06.06.16)</td> <td data-bbox="628 770 1123 837">Write introduction</td> <td data-bbox="1123 770 1347 837">Sally Lewis</td> <td data-bbox="1347 770 1538 837">Complete</td> </tr> <tr> <td data-bbox="245 860 437 904"></td> <td data-bbox="437 860 628 904"></td> <td data-bbox="628 860 1123 904">Distribute report w/SAB Minutes</td> <td data-bbox="1123 860 1347 904">Admin.</td> <td data-bbox="1347 860 1538 904">Complete</td> </tr> <tr> <td data-bbox="245 927 437 994">Training Sub-Group</td> <td data-bbox="437 927 628 994">5</td> <td data-bbox="628 927 1123 994">Promote multi-agency SGA Training Offer</td> <td data-bbox="1123 927 1347 994">All</td> <td data-bbox="1347 927 1538 994">Ongoing</td> </tr> <tr> <td data-bbox="245 1016 437 1084">Communications Sub-Group</td> <td data-bbox="437 1016 628 1084">6</td> <td data-bbox="628 1016 1123 1084">Submit articles for newsletter & website</td> <td data-bbox="1123 1016 1347 1084">All</td> <td data-bbox="1347 1016 1538 1084">Ongoing</td> </tr> <tr> <td data-bbox="245 1106 437 1218">Policy & Procedures Sub-Group</td> <td data-bbox="437 1106 628 1218">7</td> <td data-bbox="628 1106 1123 1263"> - Changes to guidance to be made - Ensure organisations represented review internal procedures to align with guidance - Post guidelines on website </td> <td data-bbox="1123 1106 1347 1263"> SDT All SDT </td> <td data-bbox="1347 1106 1538 1263"> Complete Ongoing Complete </td> </tr> <tr> <td data-bbox="245 1285 437 1352">SAR Sub-Group</td> <td data-bbox="437 1285 628 1352">8</td> <td data-bbox="628 1285 1123 1352">Summary of plan to be provided to Manager, Organisational Safeguarding</td> <td data-bbox="1123 1285 1347 1352">CS</td> <td data-bbox="1347 1285 1538 1352">Ongoing</td> </tr> <tr> <td data-bbox="245 1375 437 1442">MSP</td> <td data-bbox="437 1375 628 1442">11</td> <td data-bbox="628 1375 1123 1442">Further model of best practice in MSP within organisations</td> <td data-bbox="1123 1375 1347 1442">All</td> <td data-bbox="1347 1375 1538 1442">Ongoing</td> </tr> <tr> <td data-bbox="245 1464 437 1576">National SA Boards network Meeting 07.09.16</td> <td data-bbox="437 1464 628 1576">12</td> <td data-bbox="628 1464 1123 1576">Discussed in matters arising</td> <td data-bbox="1123 1464 1347 1576">SL</td> <td data-bbox="1347 1464 1538 1576">Complete</td> </tr> </tbody> </table>					Item	Agenda No.	Action	Resp.	Status	Introduction To Self Assessment Audit	13 (06.06.16)	Write introduction	Sally Lewis	Complete			Distribute report w/SAB Minutes	Admin.	Complete	Training Sub-Group	5	Promote multi-agency SGA Training Offer	All	Ongoing	Communications Sub-Group	6	Submit articles for newsletter & website	All	Ongoing	Policy & Procedures Sub-Group	7	- Changes to guidance to be made - Ensure organisations represented review internal procedures to align with guidance - Post guidelines on website	SDT All SDT	Complete Ongoing Complete	SAR Sub-Group	8	Summary of plan to be provided to Manager, Organisational Safeguarding	CS	Ongoing	MSP	11	Further model of best practice in MSP within organisations	All	Ongoing	National SA Boards network Meeting 07.09.16	12	Discussed in matters arising	SL	Complete
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3.3	Discussion from Matters arising above (from last meeting held on 8th September 2016) A verbal report on the deaths of 4 women at Eastwood Park has been received.				Action																																													
4.	Quality Assurance Sub-Group The Board was requested to note the work of the sub-group during Q2 meeting and the planned ongoing work. <ul style="list-style-type: none"> • The sub-group has finalized the new format for the multi-agency quarterly report which is similar in content to the report submitted to the Children's Board. 				Action																																													

	<ul style="list-style-type: none"> All relevant data from all agencies has been included. Findings to be discussed by sub-group chairs at next meeting. Audits conducted on four adults demonstrated good multi-agency participation. Audit team prioritized four findings for SAB consideration and discussion. <p>Action: QA sub-group to review reports prepared by other LA Boards across Avon and the South West in order to identify trends and cross-over.</p> <p>Action: Take Multi-Agency Quarterly QA & Performance Report to meeting of SAB chairs.</p> <p>Action: Expand commentary sections where appropriate.</p> <p>Action: Review audited cases and contribute comments (including “none”) for discussion at next sub-group chairs meeting (2 February 2017).</p> <p>Action: Feedback to QA sub-group learning identified and action taken within own organisations.</p> <p>Action: Communications sub-group to consider Finding 3</p>	<p>QA sub-group</p> <p>SL</p> <p>JE</p> <p>All</p> <p>All</p> <p>Comms. Sub-Group</p>
5.	<p>Training Sub-Group</p> <p>Multi-Agency Quarterly QA & Performance Report Section 6 was reviewed.</p> <p>It was proposed that SAB approve the sub-group’s work to establish a Safeguarding Adults Trained Trainer network at safeguarding alerter level.</p> <p>AGREED</p> <p>Action: Board members are invited to submit ideas for themes for the next joint Bristol/South Glos. conference in the summer of 2017.</p>	<p>All</p>
6.	<p>Communications Sub-Group</p> <ul style="list-style-type: none"> New Board logos have been selected after consultation with service user groups. Sub-group to discuss implementation at next meeting in January 2017 and submit results at SAB meeting on 2nd March 2017. Planning for Stop Adult Abuse Week underway. Sub-group to look into ways of communicating with hard to reach groups using different types of media. Sub-group reviewing SA1 (alerter) form in regards to Making Safeguarding Personal. 	
7.	<p>Policies & Procedures Sub-Group</p> <ul style="list-style-type: none"> Updated policies and procedures have been published on the Safeguarding website. Meeting dates for 2017 have been arranged. <p>Action: To investigate number of views of the updated policy and procedures on the safeguarding website.</p>	<p>JE</p>

8.	<p>Safeguarding Adult Reviews Sub-Group</p> <ul style="list-style-type: none"> • Sub-group is monitoring the investigations into Nightingale Care Homes. CQC is taking the lead with parallel investigations by the Police and South Glos. Organisational Safeguarding Team. • A summary of the safeguarding events and investigations at the Bedrock buildings managed by Nightingale Care Homes was provided. • Lessons learned will be discussed at the sub-group. • Chair, Chris Saunders, to be replaced by Trish O'Meara. • No SARs currently being undertaken. • SAB Chair has spoken to Governor of Eastwood Park Prison about the four deaths and partnership training. 	
9.	<p>Strategic Plan Update</p> <ul style="list-style-type: none"> • Sub-group chairs are monitoring the plan closely to ensure items are being delivered. • A business planning meeting has been arranged for 26th January 2017 all SAB members invited to attend. 	
10.	<p>National Audit</p> <p>An audit on the impact of Safeguarding Adult Boards being made statutory has been completed after discussion with sub-group chairs. Of concern is the lack of parity between the adults and children's boards and attendance rates of some partners, especially the prison service.</p> <p>Action: Board members were asked to review the completed audit</p>	All
11.	<p>Police & Crime Commissioner's Plan 2016-2021</p> <p>The Avon & Somerset Police & Crime was presented including:</p> <ul style="list-style-type: none"> • Public Consultation: Key Themes • Priority 1 – Protect the most vulnerable from harm. • Priority 2 – Strengthen and improve your local policing teams. • Priority 3 – Ensure Avon & Somerset Constabulary has the right people, right equipment and right culture. • Priority 4 – Work together effectively with other police forces and key partners to provide better services to local people. • Working to improve 101 service. • Closure of Police stations – looking at ways for the Police to be more visible. • Multi-agency working/sharing information – improved and building on. • Shared budgets in multi-agency setting is the way forward. • More Police Officers to understand the threshold of safeguarding vulnerability not just those involved in safeguarding children or adults. • Crime recording – IT/software much improved. 	

12.	<p>Safeguarding Adults in Primary Care</p> <p>An overview of Adult Safeguarding in Primary care was presented which included:</p> <ul style="list-style-type: none"> • The role of the Clinical Lead for Safeguarding (Dr Peter Bagshaw). • Training GPs in safeguarding – 3 times per year. • Examples of safeguarding work. • GPs are requesting advice on safeguarding. • Clinical Lead hoping to initiate star ratings for nursing homes. <p>Action: Include the South Glos Council's Safeguarding website link into next newsletter.</p>	PB
13.	<p>MCA/DoLS Governance</p> <p>To highlight the need for increased MCA and DoLS governance and compliance, the Board was asked to consider the best way to achieve this, including the possible creation of a new sub-group. There is a gap in professionals' knowledge of the statutory basics and implementation of MCA. The Board was asked:</p> <ol style="list-style-type: none"> 1. Whether or not an additional sub-group be formed to plan for and oversee improvements in MCA and DoLS compliance. 2. Which partner agencies should be engaged and at which level? 3. Decision about minimum requirements for the meeting to be quorate. <p>The Chair advised that SAB holds joint accountability with the Health & Wellbeing Board and business plans require alignment not duplication.</p> <p>Action: The Board was asked to commit to an undertaking that each sub-group incorporate objectives into the Business Plan to ensure MCA/DoLS governance and compliance are implemented.</p> <p>Action: The Board was also asked to disseminate and cascade this item to the organisations they represent.</p>	All All
14.	<p>National/Local Updates</p> <p>A Quality & Safeguarding Team (virtual) including North Somerset CCG, South Glos CCG and Bristol CCG have commenced collaborative working and are sharing good and best practice across the three areas.</p>	
15.	<p>Key Messages</p> <p>SH: Findings in audits; ensure providers are aware of the conference; trainers' network, policies & procedures on website; business planning meeting in January 2017; read CQC report re Bedrock.</p> <p>SP: Finding 3 in audit; ensure Freeways has updated policies and procedures; clarity in newsletters</p> <p>GW: Discuss QA data with LH with view to sharing with BaNES.</p> <p>NT: Implement trained trainer network; begin organising joint conference; integrate MCA into sub-group work, speak to SL re prisons.</p> <p>GB: Trained trainer network; join up with multi-agency work; promote 'If in doubt speak out' and ensure staff are aware of importance; increase number of staff attending training.</p>	

	<p>CS: Basic principles and understanding of MCA.</p> <p>PV: MCA - team training; GP work; determine safeguarding practices in Gloucester; SARS - use as a local resource.</p> <p>RK: Audit outcomes, discuss Stop Abuse Week with corporate communications team; improve police understanding of MCA/DoLS through training.</p> <p>AM: use performance report in a functional way; pull themes out of audit.</p> <p>SL: national resource for SARs.</p> <p>JE: Safeguarding website 'hits'; sharing information regionally.</p> <p>MD: implications of training on voluntary sector; make staff aware of CQC report re Bedrock.</p> <p>RJ: Safeguarding website 'hits'; multi-agency work.</p> <p>RH: MCA/DoLS in care homes.</p> <p>MP: MCA; discuss training on 'slavery' with NT.</p> <p>JW: Attend Business Planning Meeting in January 2017; be available to discuss MCA/DoLS with Board members.</p> <p>PB: Include details of website in next newsletter; learn 5 principles of MCA.</p>	
16.	<p>AOB</p> <ul style="list-style-type: none"> • The Board wish Claire Summers well with her impending maternity leave. • Meeting of MCA champions well attended and useful. 	
17.	<p>Summary Feedback</p> <p>Distributed to members on 13th December 2016.</p>	
	<p>Date, time and venue of next meeting</p> <p>– Thursday, 2nd March 2017 at 9.30 a.m. at Kingswood Civic Centre</p>	

Signed:

Sally Lewis

Name: Sally Lewis

Designation: Independent Chair

Date: 12 January 2017