

# South Gloucestershire Safeguarding Adults Board

## Minutes of the meeting held on 6<sup>th</sup> December 2018 Badminton Road Office



<b>MEMBERS PRESENT</b>	
Tony Oliver (TO)	Independent Chair
Simon Allen (SA)	Strategic Lead, Sirona Care & Health
Catherine Boyce (CB)	Strategic Safeguarding Service Manager, South Glos Council
Cecily Cook	BNSSG CCG
Judy Eke (JE)	Adult Safeguarding Manager, Children, Adults & Health, South Glos Council
Rebecca Harrold (RH)	Partnerships and Commissioning Service Manager, South Glos Council
Rosemary Johnson (RJ)	Service Manager, Children, Adults & Health, South Glos Council
Anne Morris (AM)	Nurse Director, South Glos CCG
Ben Moseley (BM)	Chief Inspector Neighbourhood & Partnership, Avon & Somerset Police
Jeff Parry (JP)	Director of Operations, Milestones
Sharon Prowse (SP)	Senior Manager, Freeways
Mark Pullin (MP)	Strong, Safer Communities Manager, Environment & Community Services, South Glos Council
Deryck Rees (DR)	Detective Chief Inspector, Avon & Somerset Police
Clare Sims (CS)	Operational Manager BGSW CRC (Community Rehabilitation Company), National Probation Service
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, South Glos Council
Carole Tookey (CT)	Safeguarding Lead, Deputy Director of Nursing (Head of Patient Experience, North Bristol NHS Trust)
Katy Trundle (KT)	National Probation Service
Carole Bevington Carley Grimes	Note Takers, Business Support, Children Adults & Health, South Glos Council

<b>APOLOGIES</b>	
Victoria Caple (VC)	Avon & Somerset Police
Paul Chapman (PC)	Inspector Manager, CQC
Anne Clarke (AC)	Head of Adult Care & Social Housing, South Glos Council
Mark Coates (MC)	Executive Director, Housing Support – Community & Asset Investment, Livery
Helen Curtis	SWAN Advocacy
Claire Gilbert	SWAN Advocacy
Sam Hawker (SH)	AbleCare Homes, Care Home Representative
Carol Metters	Team Leader, South Glos Services (Chief Executive, Next Link)
Paulette Nuttall (PN)	Head of Adult Safeguarding, Bristol, North Somerset, South Glos CCG
Jon Peyton	Deputy Head of Safeguarding, AWP
Lisa Redwood	Safeguarding Lead, Livery
Rosi Shepherd (RS)	Deputy Director of Nursing, NHS England
Chris Sivers (CS)	Director, Children Adults & Health, South Glos Council
Sue Smith (SS)	Head of Safety, Equalities & Complex Needs, HMP Eastwood Park
Pippa Stables (PS)	Safeguarding Adults Lead GP, BNSSG
Adrian Walshe (AW)	Neighbourhood Team Leader, Merlin Housing Society

**MEMBERS NOT EXPECTED TO ATTEND ALL BOARDS**

Paul Chapman (PC)	Inspector Manager, CQC
Lynn Gibbons (LG)	Public Health Consultant, South Glos Council
Neil Liddington (NL)	Unitary Group Manager, Avon Fire and Rescue
Jeff Parry (JP)	Director of Operations, Milestones Trust
Sarah Thompson (ST) Simon Hester (SH)	Safeguarding Manager, South West Ambulance Service

**FOR INFORMATION ONLY**

Anne Morris (AM)	Nurse Director, South Glos CCG
Mark Pietroni (MPi)	Director of Public Health, South Glos Council

<b>1.</b>	<p><b>Safeguarding Story – Why are we here?</b> JE read out a safeguarding story based on a man who had been a former resident at one of the Nightingale Care Homes, and the changes in his life since moving from there.</p> <p>This gentleman has now signed a tenancy for a new flat in supported living.</p>																									
<b>2.</b>	<p><b>Introductions and apologies</b> Welcome by TO and introductions from those present.</p>																									
<b>3.</b>	<p><b>Confidentiality</b> Confidentiality statement signed by those present. Chair reminded everyone of the importance of this.</p>																									
<b>4.</b>	<p><b>Minutes of last meeting held on 6<sup>th</sup> September 2018:</b></p>																									
<b>4.1</b>	<p><b>Inaccuracies:</b> None <b>Omissions:</b> None Minutes agreed and accepted.</p>																									
<b>4.2</b>	<p><b>Matters/Actions arising from last meeting held on 6<sup>th</sup> September 2018:-</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Item</th> <th style="width: 10%;">Agenda no.</th> <th style="width: 40%;">Action</th> <th style="width: 15%;">Resp.</th> <th style="width: 15%;">Status</th> </tr> </thead> <tbody> <tr> <td>Performance Report</td> <td style="text-align: center;">5.</td> <td>To add progress and update on Four Seasons.</td> <td style="text-align: center;">JE</td> <td style="text-align: center;">Closed</td> </tr> <tr> <td>Marac Update</td> <td style="text-align: center;">6.</td> <td>To circulate paper and provide an update on the new processes at March SAB.</td> <td style="text-align: center;">CB</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td>Quality Assurance Sub –Group: Audit on Under 25's</td> <td style="text-align: center;">7.</td> <td>All SAB members to disseminate the information to the organisations they represent and to send a summary on how this was completed, what action was taken, findings and recommendations to ST.</td> <td style="text-align: center;">All</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td>Policy &amp; Procedures Sub-Group</td> <td style="text-align: center;">10.</td> <td>To send a list of attendees/non- attendees of sub-groups to TO, who will write to them about the importance of attending.</td> <td style="text-align: center;">ST &amp; TO</td> <td style="text-align: center;">Completed</td> </tr> </tbody> </table>	Item	Agenda no.	Action	Resp.	Status	Performance Report	5.	To add progress and update on Four Seasons.	JE	Closed	Marac Update	6.	To circulate paper and provide an update on the new processes at March SAB.	CB	Completed	Quality Assurance Sub –Group: Audit on Under 25's	7.	All SAB members to disseminate the information to the organisations they represent and to send a summary on how this was completed, what action was taken, findings and recommendations to ST.	All	Completed	Policy & Procedures Sub-Group	10.	To send a list of attendees/non- attendees of sub-groups to TO, who will write to them about the importance of attending.	ST & TO	Completed
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	SAR – Nightingale Care	14.	TO and CB will meet to discuss the next steps re: SAR for Nightingale Care Homes.	TO & CB	Completed
	Risk Register	15.	Board members to populate the template as needed and Risk register will be standing item at each Board meeting.	ALL	Agenda Item
	National/ Local Updates	16.	To circulate the Competency Training for Health Staff Dealing with Adults to Board Members.	PN	Completed
<b>Action</b>					
<b>4.3</b>	<b>Discussion from Matters arising above (from last meeting held on 6<sup>th</sup> September 2018)</b>				
	<p>JE confirmed monthly performance report meetings are being held. She has been unable to attend the first two, work is underway to ensure that Four Seasons put into practice the information/updates they have shared . Only one Four Seasons home is being investigated currently in safeguarding.</p>				
<b>5.</b>	<b>Performance Report (RJ)</b>				
	<p>There is a running theme throughout the figures in this report and this is showing a large increase in referrals being made. This may be due in part to issues in domiciliary care and the ongoing difficulties within these.</p> <p>1.2 and 1.3 the figures show a greater drop off of referrals being made and RJ has asked for this to be examined closely. In Q1 the figures would have also been affected by the issues in the domiciliary care.</p> <p>SA stated he looked into the Sirona referrals and concerns have stabilised however, looking at Q3 this is looking to increase.</p> <p>1.5 Safeguarding Cases (Types of Abuse) – There is a variation in the number of Domestic Abuse cases to Physical Abuse cases and this may be due to the way cases are being recorded on the system.</p> <p>1.6 Safeguarding notifications (by Type) - JE reported she has looked into the category 'other' and has not found trends in these for new categories.</p> <p>1.7 Primary Support Reason – 51 'not yet defined' cases have not yet been defined on systems.</p> <p>2.1 Safeguarding Events – RJ to look into Strategy Discussions and what can be done to show this is not actually a Multi- Agency Meeting.</p> <p>2.3 Duration of Safeguarding Cases – The 14 cases which are recorded as 'open', 12 of these should have been closed.</p> <p>BS reported he does not fully understand the terminology used in this report and asked if this could be explained further.</p> <p>JE and RJ to arrange a meeting with BS and DR to explain the context behind the data given.</p>				<p><b>RJ</b></p> <p><b>JE/RJ</b></p>

6.	<p><b>Memorandum of Understanding (TO)</b></p> <p>A new Memorandum of Understanding has been drawn up for Board Members to sign. The Board requested one amendment – ‘delegated authority’ to be used instead of ‘authority’.</p> <p>Action: TO/ST to look at the wording.</p>	TO/ST
7.	<p><b>Quality Assurance Sub-Group (PN)</b></p> <p>PN sent her apologies for today’s meeting so JE and ST provided the report on her behalf.</p> <p>The members of the board have been asked to look into the 4 case summaries and the findings of these, and feedback any recommendations to PN on what we need to do with the findings as a board.</p> <p>Members were requested to feedback to the Quality Assurance Sub-Group on how the learning from the audit has been disseminated in their organisation and the actions taken.</p>	ALL  ALL
8.	<p><b>Learning &amp; Development Sub-Group (NT)</b></p> <p>Performance Report - Section 6, this is the attendance rates for the training provided and the numbers of ‘no shows’ are decreasing.</p> <p>Managing Good Practice in safeguarding is looking to be on course for the attendance levels at the upcoming training sessions. JE is co-delivering this training.</p> <p>TO reported he attended the MCA module 2 training on behalf of the Board and found the training excellent and useful.</p> <p>Managing and Preventing Organisational abuse training is very important, which JE helps to organise and co-deliver the courses.</p> <p>Attendance rates are to show the ‘no shows’ and late cancellations. Re: attendees forgetting to cancel their places, this may be due to some workforces being under pressure, however agencies are charged if there are ‘no shows’.</p>	
9.	<p><b>Communications &amp; Engagement Sub-Group (SP)</b></p> <p>Making Safeguarding Personal – there has been a lack of feedback on this and in one quarter there was no feedback at all.</p> <p>The two leaflets were agreed by the Board and the cost to get an easy read copy is £195. This cost was agreed by the board ST will arrange for this to be done.</p>	ST
10.	<p><b>Policy &amp; Procedures Sub-Group (JE)</b></p> <p>JE reported work has been carried out to the ‘practice guidance on managing allegations against people in a position of trust’. This covers professionals and what they do within their private lives, and if this is not appropriate to the line of work they are in and when this needs to be investigated. Guidance approved by the SAB, and will be published on the SGSAB website.</p>	

11.	<p><b>Safeguarding Adult Reviews Sub-Group (DR)</b></p> <p>Individual agencies were asked to report on dissemination of learning and action plans delivered from the Nightingale review.</p> <p>Attendees of the meeting fed back their action plans and how they disseminated the Nightingale Safeguarding Adults Review. Themes of these were sharing and discussing this in team meetings, disseminating the review via emails and discussing in supervisions or one-to-ones.</p> <p>Agreed: To look at how the review can be fed into any regional training, events and the Provider Forum.</p> <p>Board members to send electronic copies of the reports to ST</p>	<p><b>JE/CB/TO</b></p> <p><b>ALL</b></p>
12.	<p><b>LGA Review Update</b></p> <p>The LGA is reviewing safeguarding in South Gloucestershire Council to ensure compliance, meeting the Care Act and making safeguarding personal.</p> <p>Representatives of the LGA are visiting the Council offices and will be meeting with a range of people working in the service.</p> <p>A report of this review will come to the next Board meeting.</p>	
13.	<p><b>Business Plan, work plans</b></p> <p>The Business Plan for 2018 to Spring 2020 is now ready and the outcomes will be populated as we go along.</p> <p>Risk Register: blank copies were given out at the last Board meeting in September 2018 and we now need to start populating with the risks in the South Gloucestershire area.</p> <p>Action: please send any 'risks' to ST.</p>	<p><b>ALL</b></p>
14.	<p><b>Prisons Update</b></p> <p>TO, ST and a representative from the South Glos Safeguarding Children's Board met with representatives of Eastwood Park, Leyhill and Ashfield prisons. This was a good, productive meeting.</p> <p>It was agreed that the Prison service will join SGSAB and a Prisons sub-group will be set up shared across both adult and children boards. There will be one person representing the 3 prisons.</p>	
15.	<p><b>National/Local Updates</b></p> <p>None.</p>	
16.	<p><b>AOB</b></p> <p>SAB Self Audit – 23 responses have been received. ST will follow up those who have still to respond. ST will bring a full report to the March 2019 SGSAB.</p> <p>Christmas Quiz – ST asked that members complete and return the quiz to herself, which she will re-send later today.</p> <p>South Gloucestershire Council has been awarded national White Ribbon status in recognition of their work to combat domestic abuse against women and children. It was agreed by the board to include this information on the safeguarding website.</p>	<p><b>ST</b></p> <p><b>ALL</b></p> <p><b>ST</b></p>

	<b>Date, time and venue of next meeting</b> – Thursday, 7 <sup>th</sup> March 2019 , at <b>1.00pm</b> , Room Ground 0012, at South Gloucestershire Council Offices, Badminton Road, Yate, BS37 5AF	
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**Signed:**

A handwritten signature in black ink, appearing to read 'Tony Oliver', is written over a horizontal line.

**Name:** Tony Oliver

**Designation:** Independent Chair

**Date:** 15.01.2019