

# South Gloucestershire Safeguarding Adults Board

## Minutes of the meeting held on 7<sup>th</sup> June 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
Gill Brook (GB)	Head of Patient Experience, North Bristol NHS Trust
Judy Eke (JE)	Adult Safeguarding Manager, Children, Adults & Health, South Glos Council
Mark Evans (ME)	Avon & Somerset Police
Rebecca Harrold (RH)	Partnerships and Commissioning Service Manager, South Glos Council
Sam Hawker (SH)	AbleCare Homes, Care Home Representative
Rosemary Johnson (RJ)	Service Manager, Children, Adults & Health, South Glos Council
Carol Metters (CM)	Chief Executive, Next Link
Paulette Nuttall (PN)	Head of Adult Safeguarding, Bristol, North Somerset, South Glos CCG
Jayde O'Brien (JO'B)	Senior Probation Officer, National Probation Service
Jeff Parry	Director of Operations, Milestones
Sharon Prowse (SP)	Senior 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, South Glos Council
Robert Walsh (RW)	Head of Safe & Stronger Communities, Environment & Community Services, South Glos Council
Carole Bevington (CBe)	Note Taker, Business Support, Children, Adults & Health, South Glos Council

<b>APOLOGIES</b>	
Anne Clarke (AC)	Head of Adult Care & Social Housing, South Glos Council
Mark Coates (MC)	Executive Director, Housing Support – Community & Asset Investment, Livery
Paul Coates	Director of Housing & Communities, Merlin Housing Society-
Karen John (KJ)	Healthwatch South Glos, The Care Forum
Fran McGarrigle (FMcG)	Head of Adult Safeguarding, AWP
Mark Pullin (MP)	Strong, Safer Communities Manager, Environment & Community Services, South Glos Council
Sue Smith (SS)	Head of Safety, Equalities & Complex Needs, HMP Eastwood Park
Pippa Stables	Safeguarding Adults Lead GP, BNSSG

<b>MEMBERS NOT EXPECTED TO ATTEND ALL BOARDS</b>	
Paul Chapman (PC)	Inspector Manager, CQC
Lynn Gibbons	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	Safeguarding Manager, South West Ambulance Service

<b>FOR INFORMATION ONLY</b>	
Anne Morris (AM)	Nurse Director, South Glos CCG
Mark Pietroni (MPi)	Director of Public Health, South Glos Council
Deryck Rees (DR)	Detective Chief Inspector, Avon & Somerset Police

<b>1.</b>	<b>Safeguarding Story – Why are we here?</b> RJ read out a domestic abuse case study about a mother and a son. The mother was her son's carer and the son was the perpetrator. The professionals involved worked in partnership and involved the service user in the process (making safeguarding personal) and the safeguarding outcomes were met by the support going in for both the mother and her son.				
<b>2.</b>	<b>Introductions and apologies</b> Welcome by TO and introductions from those present.				
<b>3.</b>	<b>Confidentiality</b> Confidentiality statement signed by those present. Chair reminded everyone of the importance of this.				
<b>4.</b>	<b>Minutes of last meeting held on 8<sup>th</sup> March 2018:</b>				
<b>4.1</b>	<b>Inaccuracies:</b> None <b>Omissions:</b> None Minutes agreed and accepted.				
<b>4.2</b>	<b>Matters/Actions arising from last meeting held on 8<sup>th</sup> March 2018:-</b>				
	<b>Item</b>	<b>Agenda No.</b>	<b>Action</b>	<b>Resp.</b>	<b>Status</b>
	Quality Assurance Sub-Group	6	Members to consider the summary findings of the four adults to identify where practice could be improved in their own organisations and to formulate SMART recommendations.	All	Completed
			Members to feedback to QA sub-group on how the learning from the audit has been disseminated in their own organisation and any action taken as a result of the recommendations.	All	
	Updates about Safeguarding at Home	7(b)	JE to add commentary to her presentation, do a breakdown of the age range of victims suffering SA and who is vulnerable, ie people with LD. Updated presentation to be attached to these minutes.	JE	Completed

	Update from NBT	7(c)	The findings will be sent to JE next week for discussion.	GB	
	Learning & Development Sub-Group	8	NT to do a breakdown by agency of 'no shows' at training.	NT	Completed
	Communication & Engagement Sub-Group	9	Any suggestions of groups/organisations to approach to ST by the end of March 2018.	All	
	Policy & Procedures Sub-Group	10	Any further amendments to the Escalation Policy to be with ST/JE by 22 <sup>nd</sup> March 2018. The policy will then be on the Safeguarding Adults website.	All	Completed
	Draft Business Plan 2018-20	13	Members to email ST with their group discussion outcomes and any further suggestions by end of March 2018.	All	Completed
			The Business Plan 2018-2020 will be brought to SAB in June 2018 for agreement and will then be incorporated into the LGA Review.	ST	
	LGA Review Update	14	Identification of who will be point of contact for organisations represented at SAB.	AC	
			ST to re-circulate the document/presentation from the SAB development day/business planning meeting of 26.01.2018.	ST	Completed
<b>Action</b>					
<b>4.3</b>	<b>Discussion from Matters arising above (from last meeting held on 8<sup>th</sup> March 2018)</b>				
	Item 7(c) Update from NBT – GB confirmed these will now be sent to JE next week.				<b>GB</b>
	Item 13 Draft Business Plan 2018-20 – this was brought to the March 2018 SAB and signed off. However, the LGA Review is outstanding. ST asked if we should continue with the plan to launch the Business Plan in September 2018 and leave gaps for the LGA Review information or await the information from the LGA Review.				
	The Members agreed to launch the Business Plan in September 2018 and leave gaps for the LGA Review information to be added.				
	Item 14 – LGA Review point of contact information – to come to September 2018 SAB.				
<b>5.</b>	<b>Performance Report (RJ)</b>				
	The report shows that the number of referrals have decreased as there is a notification category now.				
	QA audit is to be completed on the 'screened out' cases.				
	2.1 Safeguarding Events – the bottom table on page 11 gives percentages.				
	Action: JE to get explanation of the percentages.				<b>JE</b>
	2.4 Police Data – data has not been received since March 2017. ME said the figures have been produced.				

	<p>Action: ME to chase up why the figures have not been supplied to SAB.</p> <p>4.1 Deprivation of Liberty Safeguards – Q4 figures missing.</p> <p>Action: RJ to chase up these figures.</p> <p>Action: ST &amp; TO to discuss having an Action Tracker for the Performance Report.</p>	<p><b>ME</b></p> <p><b>RJ</b></p> <p><b>ST/TO</b></p>
<b>6.</b>	<p><b>Quality Assurance Sub-Group - Report on Physical Abuse</b></p> <p>Re: audit on John. PN updated SAB. John is disabled and cannot protect himself. He disengaged from Next Link and then contacted them for support. Next Link said they found there was good communication between professionals involved and MARAC. The local authority had recorded the case incorrectly as Physical Abuse instead of Domestic Abuse. Next Link completed a full assessment and signposted John.</p> <p>ME said a DASH would have been completed as this is a requirement for MARAC, and the DASH should have been shared with the relevant agencies.</p> <p>Action: Police rep to attend QA sub-group.</p> <p>QA sub-group would like help from the Board re: receiving all information from partner organisations and using an Action Tracker.</p> <p>Action: Write to the relevant partner organisations with the findings and ‘challenge’ what they are doing as a result of the recommendations.</p> <p>Action: Learning Brief for Practitioners on Auditing.</p> <p>Action: JO’B to attend QA sub-group meeting in September re: the Q1 September Audit.</p>	<p><b>ME</b></p> <p><b>ST/CB</b></p> <p><b>ST/CB</b></p> <p><b>PN</b></p>
<b>7.</b>	<p><b>Learning &amp; Development Sub-Group</b></p> <p>Multi-Agency Training Offer: achieving wider agency attendance – 60% of the global market. There are still some agencies who do not use the multi-agency training offer.</p> <p>The ‘no shows’ at training is increasing. NT is trying to find out why, but two possible reasons are high work pressures and workforce pressures.</p> <p>‘No shows’ are still charged and this is consistently applied.</p> <p>Encouraging positive feedback has been given by course attendees.</p> <p>Action: Domestic Abuse data will be brought to the next Board in September.</p> <p>Action: Learning Development document. ST to circulate to Board Members again and check it is on the website.</p> <p>The joint SAB’s (Bristol SAB and South Glos SAB) Annual Conference is on Tuesday, 12<sup>th</sup> June 2018.</p> <p>There was a discussion about a Nominated Practitioners Sub-Group being formed.</p>	<p><b>NT</b></p> <p><b>ST</b></p>

	<p>Action: ST to email everyone and look to set one up.</p> <p>Action: 'Think Family' to be considered as a theme for possible joint training between the Children's Board and Adults Board.</p>	<p>ST</p> <p>NT</p>
8.	<p><b>Communications &amp; Engagement Sub-Group</b></p> <p>Stop Adult Abuse Week: 11<sup>th</sup> to 15<sup>th</sup> June 2018.</p> <p>Action: Packs to be sent out today by ST.</p> <p>Twitter: SAB now has a twitter account - @SouthglosLSAB – Members are asked to follow.</p> <p>Action: Board Members to review and test how information is shared in their organisations. Is it working? What do they need to do differently?</p> <p>The sub-group is looking at how to contact and include 'Seldom Heard Groups' in SAB. ST said she is looking at the possibility of putting information on prescriptions.</p>	<p>ST</p> <p>ALL</p> <p>ALL</p>
9.	<p><b>Policy &amp; Procedures Sub-Group - Domestic Abuse Practice Guidance - Final Draft</b></p> <p>Nextlink have been involved with writing this document for accuracy. Amendments/changes were suggested by the Board today and the document agreed.</p> <p>Action: Any further amendments/changes to be sent to JE within 2 weeks.</p> <p>Action: Once amendments/changes received and applied, document to be circulated and put on the safeguarding website.</p> <p>Action: Board Members to ensure the organisations they represent are aware of the Practice guidance.</p>	<p>JE</p> <p>JE</p> <p>ALL</p>
10.	<p><b>Safeguarding Adult Reviews Sub-Group</b></p> <p>There is a draft case review re: Nightingale, which will be brought to the September Board meeting.</p> <p>SAR now has a lead reviewer and this will start from the next meeting in July. A new SAR is to be discussed.</p>	
11.	<p><b>Safeguarding and Radicalisation (RW)</b></p> <p>The challenge from the report is how we respond locally. The police will be helping with a workshop for SAB/SCB.</p> <p>Action: Members to contact RW if they wish to be a part of the workshop.</p> <p>RW confirmed he is the PREVENT coordinator for South Glos.</p>	<p>ALL</p>
12.	<p><b>Safer and Stronger Communities Strategic Partnership – priorities and targets for 2018/19 (RW)</b></p> <p>The National Risk Assessment Matrix was used and this has given a new set of priorities which are more in tune with safeguarding adults.</p>	

	<p>Action: RW to re-circulate the previous document.</p> <p>Action: Board Members to consider any areas in which they wish to get involved and how they would input to these.</p> <p>Action: Update on MARAC Review to come to the next Board in September.</p>	<p><b>RW</b></p> <p><b>ALL</b></p> <p><b>RW</b></p>
<b>13.</b>	<p><b>Local Service Provider – Update by RH/JE</b></p> <p>An update was given as to a local service provider.</p> <p>There is a quarterly Surveillance Group held by NHS England, which JE attends.</p> <p>Action: Risk Register to be started.</p>	<b>ST/TO</b>
<b>14.</b>	<p><b>NHS England – Update (Helen Chrystal)</b></p> <p>NHS England have gone through reorganisation across the country. HC and her colleague Nick Rudling cover 14 Safeguarding Adults Boards and will attend if asked. Otherwise they are gradually working round attending the Boards.</p> <p>There is a national safeguarding lead and a lead in each area.</p> <p>An intercollegiate document has been written – Safeguarding Competencies for Safeguarding Children - which will be published on 29 June 2018. The version for Adults is in consultation currently.</p> <p>The national priorities are: Prevent, Modern Day Slavery, Safeguarding Adults and Children, FGM.</p>	
<b>15.</b>	<p><b>Multi-Agency Self Audit (ST)</b></p> <p>Self-Audit Process to be completed by each organisation that sits on the Board– this is to self-assess their safeguarding adults and children’s work.</p> <p>Action: Any comments on the form to be sent to ST.</p> <p>The form will be sent out in autumn 2018 and there will be 2 months for completion. Once all the forms have been returned to the organisations’ respective SAB/SCB, all the forms will be collated into one report, where themes and recommendations will be drawn out. The results will be brought to SAB Q4 2019.</p>	<b>ALL</b>
<b>16.</b>	<p><b>National/Local Updates</b></p> <p>Single Agency Audit was sent out to providers asking when their audits will be completed and requesting they are sent to SAB.</p>	
<b>17.</b>	<p><b>AOB</b></p> <p>ST - SGSAB Annual Report – the deadline for responses/submissions is end of June 2018. Draft will be brought to September Board.</p> <p>PN - BNSSGG have produced a leaflet about the prevention of pressure ulcers/sores. This will be circulated for the September Board to discuss.</p>	

	<b>Date, time and venue of next meeting</b>	
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– Thursday, 6<sup>th</sup> September 2018, at 1.30pm, Room Ground 0012, at South Gloucestershire Council Offices, Badminton Road, Yate, BS37 5AF

**Signed:**



**Name:** Tony Oliver

**Designation:** Independent Chair

**Date:** 26/06/2018