

South Gloucestershire Safeguarding Adults Board

Minutes of the meeting held on 3rd March 2016 Kingswood Civic Centre



Present:

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| Sally Lewis | - Independent Chair |
| Catherine Boyce | - Strategic Safeguarding Service Manager, South Gloucestershire Council |
| Paul Coates | - Director of Housing & Communities, Merlin Housing Society |
| Sean Collins | - Adult Safeguarding Lead, North Bristol NHS Trust |
| Sonia Furzland | - Assistant Director (Supported Housing) Knightstone Housing Association |
| Rebecca Harrold | - Commissioning Manager, Partnerships & Commissioning Team |
| Lisa Harvey | - Deputy Nurse Director, Head of Safeguarding, South Glos. CCG |
| Sam Hawker | - AbleCare Homes, Care Home Representative |
| Rosemary Johnson | - Service Manager, Children, Adults & Health, South Gloucestershire Council |
| Richard Kelvey | - D/Supt. Investigations, Head of Manage, Avon & Somerset Police |
| Peter Murphy | - Director, Children, Adults & Health, South Gloucestershire Council |
| John Owen | - Clinical Director, Avon & Wiltshire Mental Health Partnership Trust |
| Denise Porter | - Head of Adult Social Care & Housing, South Gloucestershire Council |
| Mark Pullin | - Strong, Safer Communities Manager, Environment & Community Services, South Gloucestershire Council |
| Claire Summers | - Senior Probation Officer, National Probation Service |
| Nick Thorne | - Team Leader, Workforce Development, Children, Adults & Health, South Gloucestershire Council |
| Sheila Turner | - Adult Safeguarding Manager, Children, Adults & Health, South Gloucestershire Council |
| Geoff Watson | - Professional Lead for Social Work, Sirona Care & Health |
| Jackie Schachner | - Note Taker, Business Support, South Gloucestershire Council |
| Emma Callaway | - Shadow Note Taker, Business Support, South Gloucestershire Council |

Guests – Partial Attendance

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| John White | - Mental Capacity Act/DOLS Manager |
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Apologies:

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| Peter Bagshaw | - Safeguarding Lead GP, South Glos CCG |
| Nicola Caldecoat | - Patient Experience Manager, NHS England |
| Paul Chapman | - Inspection Manager, CQC |

- Jan Gresham - Director of Operations, Milestones Trust, Voluntary Sector Representative
- Simon Hester - Named Safeguarding Professional, South West Ambulance Service
- Neil Liddington - Unitary Group Manager, Avon Fire & Rescue
- Anne Morris - Nurse Director, South Glos. CCG
- Sue Smith - Head of Safety, Equalities & Complex Needs, HMP Eastwood Park
- Louise Spencer - Development Officer, Healthwatch, Voluntary Sector Representative
- Ben Stokes - Councillor, Adults, Housing & Public Health Committee Chair
- Sarah Thompson - Safeguarding Manager, South West Ambulance Service
- Tony Yates - Team Leader, National Probation Service

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 10th December 2015				
3.1	Inaccuracies: None Omissions: None Minutes agreed				
3.2	Matters/Actions arising from last meeting held on 10th December 2015				
	Item	Agenda No.	Action	Resp.	Status
	QA Sub-Group	5.	<p>To align the sub-group as much as possible to the Children's Safeguarding sub-group.</p> <p>To provide a draft of the Terms of Reference when template agreed by SAB</p> <p>To develop ideas on reviewing data from reports</p> <p>To review the process for completing audits and pilot an in-depth multi-agency format in Jan. 2016.</p> <p>To merge the safeguarding and health reports into the revised reporting template (involves work with the LA Information team).</p>	All actions by sub-group unless otherwise stated.	<p>Ongoing</p> <p>Report to be submitted at June Board meeting</p>

		Review data collected on Report Safe 1a residential/ nursing staff which has fallen. To discuss with Access Team Manager.	SDT	Completed
Training Sub-Group	6.	Contact providers who have not responded to survey.	NT	Completed
		Requirement for a representative from AWP to be a member of the training & development sub-group.	RH	Completed
Communications	7.	Articles from SAB member organisations.	NT Police CCG	Completed
Board Budget	11.	Update on Board Budget	CB	Ongoing
4.	National Review of Local Safeguarding Children Board Role & Functions			
	<p>The aim is to undertake a fundamental review of the role and functions of Local Safeguarding Children Boards (LSCBs) within the context of local strategic multi-agency working. This may have an impact on Adult Safeguarding Boards. Serious Case Reviews (SCRs) are to be commissioned nationally and the impact of this for local learning is included in the review.</p> <p>Action: ADCS report to be sent to Jackie Schachner for distribution to SAB members. Completed 09.03.16</p>			PM
5.	Constitution & Memorandum of Understanding/Terms of Reference			
	<p>The Constitution & Memorandum of Understanding/Terms of Reference had been discussed by the chairs of sub-groups. The aim is to have relevant similarities with SGC's Children's Board and the Bristol Boards. One area raised discussion which was part of the core duties within the Constitution</p> <p>Action: Determine what the Bristol Board and others have within complaints in respect of guidance for managing complaints, grievances, etc. – page 3 of final draft.</p> <p>It was proposed that the Board agree the Constitution & Memorandum of Understanding/Terms of Reference subject to review by South Glos. Council and Police legal teams. AGREED</p>			SL
6.	Quality Assurance Sub-Group			
	<ul style="list-style-type: none"> • The Board looked at the report and data and the planned work. • The Task & Finish group is working on a more comprehensive way of presenting the data including more qualitative reporting. • A key aim is to ensure the views of service users are heard. Several ways to achieve this were discussed and the sub-group asked to follow up. 			

	<ul style="list-style-type: none"> The background to the multi-agency procedures was given to give context to the Institutional/organizational safeguarding report. The Institutional team is working with the DOLS team to identify homes which were not reporting safeguarding incidents and/or DOLS assessments. <p>It was proposed that the Board approve the QA sub-group terms of reference subject to possible review when SAB Constitution and Memorandum of Understanding finalised. AGREED.</p> <p>Action: Sub-group to develop and propose ways to gather views of service users as part of the audit process.</p> <p>Action: Risk issues log to be developed.</p>	<p>QA sub-group</p> <p>QA sub-group</p>
7.	<p>Training Sub-Group</p> <p>Nick Throne presented several reports on the work of the training sub-group:</p> <ul style="list-style-type: none"> Joint half-day SAB conference (South Glos. & Bristol) on 8th March 2016 – “Ensuring Good, Achieving Excellence”. An open invitation was extended to all Board members who had not already signed up. Summary report from Workforce Survey Phase 2 presented. <p>It was proposed that the Board formally thank the agencies who provided feedback and the sub-group to arrange to contact the agencies who did not respond to survey for follow up. AGREED.</p> <p>It was proposed that the Board agree methods to share survey findings as proposed including via the South Gloucestershire Council website. AGREED.</p> <p>It was proposed that follow-up work on the survey results be conducted including sharing examples of good practice across employers and sectors. AGREED.</p> <p>It was proposed that the Board formally thank Kate Pope for her contribution to the Workforce Survey Phase 2. AGREED.</p>	<p>Training sub-group</p> <p>Training sub-group</p> <p>Training sub-group</p>
8.	<p>Communications Sub-Group</p> <p>Key issues:</p> <ul style="list-style-type: none"> More members are required to join the communications sub-group. First joint sub-group meeting between Children’s Board and Adults Board to be held in March 2016. Newsletter articles required by 24th March 2016 Stop Abuse Week – 13th to 17th June 2016. A poster campaign is planned and each member organization is encouraged to involve their colleagues and share ideas. Posters will be sent electronically as well as hard copies. <p>Action: Discuss Stop Abuse Week at next consortium meeting.</p> <p>Action: Submit newsletter articles to Sheila Turner by 24th March 2016.</p>	<p>RK</p> <p>ALL</p>

	<p>Action: Board members requested to approach communications specialists in their organisations to become a sub-group member.</p>	ALL
9.	<p>Policy & Procedures Sub-Group</p> <ul style="list-style-type: none"> Sub-group submitted draft multi-agency procedures and it is recommended that each organization will update their internal procedures accordingly. <p>It was proposed that the procedures be further revised. AGREED.</p> <p>Action: Comments and suggestions to be forwarded to Sheila Turner by 18th March 2016.</p>	ALL
10.	<p>Safeguarding Adult Reviews Sub-Group</p> <ul style="list-style-type: none"> Sub-group report received. First meeting of sub-group to be arranged shortly. No SAR referrals received to date 	
11a.	<p>Business Plan 2015/16 including updates</p> <ul style="list-style-type: none"> Final update on 2015/16 business plan submitted. All items completed and/or carried over or no longer required. 	
11b.	<p>Strategic Business Plan 2016/17</p> <ul style="list-style-type: none"> Planning meeting with sub-group chairs held on 18th January 2016. Strategic Plan 2016-17 wording to be reviewed in more detail including prioritising of tasks and editing Strategic Links box. Working business plan to be populated by sub-groups. <p>It was proposed that the wording of the Strategic Plan 2016/17 be reviewed by the sub-group chairs who will then populate the work plan with the sub-groups. AGREED.</p>	All sub-group chairs
12.	<p>Best Practice & Lessons Learnt from DHRs</p> <ul style="list-style-type: none"> Full review of all local DHRs not yet complete. Item deferred to next SAB meeting on 9th June 2016. 	
13.	<p>DOLS</p> <ul style="list-style-type: none"> Short update on staffing levels within DOLS team. Number of applications has increased tenfold since Supreme Court Judgement in April 2015. Court work increased substantially. All information is now stored electronically resulting in statistics being generated. <p>Activity Data between 1 April 2015 and 31 December 2015:</p> <ul style="list-style-type: none"> 849 applications (approximately 22 per week) 191 completed assessments (approximately 5 per week) of which 161 authorisations granted 127 of completed assessments carried out by dedicated BIA staff 64 of completed assessments carried out by other BIA staff 	

	<p>Annual Projection:</p> <ul style="list-style-type: none"> • 1132 applications • 255 completed assessments <p>It was proposed that the Quality Assurance sub-group review DOLS situation including potential risks and make recommendations to future SAB meeting. AGREED.</p> <p>Action: Quality Assurance sub-group review DOLS situation including potential risks and report findings to a future SAB meeting.</p>	QA sub-group
14.	<p>Ideas for Future Items</p> <p>The Board discussed a variety of ideas including ensuring there is time for reflection about safeguarding issues.</p>	
15.	<p>National/Local Updates</p> <ul style="list-style-type: none"> • Housing – when the imminent rent cap is implemented, there will be a major impact on supported living and extra care housing. (e.g. some proposed schemes not being developed) • CQC to inspect AWP in May 2016 • CQC to inspect SWAST in May 2016. CQC will be requesting feedback from partner organisations. • NHS has issued “Safeguarding Adults: Roles and Competences for health care staff – Intercollegiate Document”. A link will be sought so this can be circulated • Regional Safeguarding Conference to be held on 17th March 2016 in Exeter. Six members will represent South Gloucestershire. • Funding for domestic abuse hostels has not been reduced (previous item). Savings are coming from reduction in funding for PCSOs. 	SC/SDT
16.	<p>AOB None</p>	
17.	<p>Summary Feedback Distributed to members on 7th March 2016.</p>	
	<p>Date, time and venue of next meeting</p> <p>– Thursday, 9th June 2016 at 9.30 a.m. at Kingswood Civic Centre</p>	

Signed:

Sally Lewis

Name: Sally Lewis
Designation: Independent Chair
Date: 23 March 2016