

# South Gloucestershire Safeguarding Adults Board

## Minutes of the meeting held on 2<sup>nd</sup> March 2017 Kingswood Civic Centre



### Present:

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|------------------------|---|
| Sally Lewis (SL)       | - Independent Chair   |
| Judy Eke (JE)          | - Adult Safeguarding Manager, Children, Adults & Health, South<br>Glos. Council                     |
| Sharon Prowse (SP)     | - Manager, Freeways   |
| Nick Thorne (NT)       | - Workforce Development Team Manager, Chief Executive &<br>Corporate Resources, South Glos. Council |
| Robert Walsh (RW)      | - Strong, Safer Communities Manager, Environment & Community<br>Services, South Glos. Council       |
| Ben Stokes (BS)        | - Councillor, Adults, Housing & Public Health Committee Chair                                       |
| Lisa Harvey (LH)       | - Deputy Nurse Director, Head of Safeguarding, South Glos CCG                                       |
| Sam Hawker (SH)        | - AbleCare Homes, Care Home Representative  |
| Rosemary Johnson (RJ)  | - Service Manager, Children, Adults & Health, South Glos. Council                                   |
| Catherine Boyce (CB)   | - Strategic Safeguarding Service Manager, South Glos. Council                                       |
| Paul Chapman (PC)      | - Inspection Manager, CQC   |
| Anne Clarke (AC)       | - Head of Adult Care & Social Housing, South Glos. Council  |
| Paul Coates (PCo)      | - Director of Housing & Communities, Merlin Housing Society   |
| Fran McGarrigle (FMc)  | - Trust Professional Lead Safeguarding, AWP   |
| Peter Murphy (PM)      | - Director, Children, Adults & Health, South Glos. Council  |
| Rebecca Harrold (RH)   | - Commissioning Manager, Partnerships & Commissioning Team,<br>South Glos. Council                  |
| Sarah Omell (SO)       | - Business Development Manager, Avon & Somerset Police  |
| Sarah Weld (SW)        | - Consultant in Public Health, Children, Adults & Health, South<br>Glos. Council                    |
| Jayde O'Brien (JO'B)   | - 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 &<br>Health, South Glos. Council      |
| Jackie Schachner (JS)  | - Note Taker, Business Support, Children, Adults & Health, South<br>Glos. Council                   |
| Carole Bevington (CBe) | - Note Taker, Business Support, Children, Adults & Health, South<br>Glos. Council                   |

### Guests – Partial Attendance

- |                       |   |
|-----------------------|---|
| Charlotte Allard (CA) | - Intelligence & Projects Officer, Environment & Community<br>Services, South Glos. Council |
| Neil Derrick (ND)     | - Senior Fair Trade Officer, Environment & Community Services<br>South Glos. Council        |
| Simon Allen (SA)      | - Strategic Lead (Safeguarding and Social Care), Sirona Care<br>& Health                    |

### Apologies

- |                     |   |
|---------------------|---|
| Mark Pietroni (MPi) | - Director of Public Health, South Glos. Council                  |
| Jan Gresham (JG)    | - Director of Operations, Milestones Trust, Voluntary Sector Rep. |
| Sonia Furzland (SF) | - Assistant Director (Supported Housing) Knightstone Hsg. Assn.   |
| Morgan Daly (MD)    | - Director of Community Services, The Care Forum                  |

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|----------------------|--|
| Tricia Tout (TT)     | - Senior Police Staff Manager, Avon & Somerset Police                                      |
| 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  |
| Anne Morris (AM)     | - Nurse Director, South Glos. CCG  |
| Richard Kelvey (RK)  | - D/Supt. Investigations, Head of Manage, Avon & Somerset Police                           |
| Mark Pullin (MP)     | - Strong, Safer Communities Manager, Environment & Community Services, South Glos. Council |
| Peter Bagshaw (PB)   | - Safeguarding Lead GP, South Glos. CCG  |
| Gill Brook (GB)      | - Head of Patient Experience, North Bristol NHS Trust                                      |

<b>1.</b>	<b>Introduction and apologies</b> Welcome by Sally Lewis, introductions from those present, apologies read out where provided.				
<b>2.</b>	<b>Confidentiality</b> Confidentiality statement signed by those present. Chair reminded everyone of the importance of this.				
<b>3.</b>	<b>Minutes of last meeting held on 8<sup>th</sup> December 2016:</b>				
<b>3.1</b>	<b>Inaccuracies:</b> None <b>Omissions:</b> None <b>Minutes agreed and accepted</b>				
<b>3.2</b>	<b>Matters/Actions arising from last meeting held on 8<sup>th</sup> December 2016</b>				
	<b>Item</b>	<b>Agenda No.</b>	<b>Action</b>	<b>Resp.</b>	<b>Status</b>
	Quality Assurance Sub-Group	4	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. Take Multi-Agency Quarterly QA & Performance Report to meeting of SAB chairs. Expand commentary sections where appropriate. Review audited cases and contribute comments (including "none") for discussion at next sub-group chairs meeting (2 February 2017). Feedback to QA sub-group learning identified and action taken within own organisations. Communications sub-group to consider Finding 3.	QA  SL JE ALL ALL Comms. Agenda 14.03.17	  Completed Completed
	Learning & Development Sub-Group	5	Board members are invited to submit ideas for themes for the next joint Bristol/South Glos. conference in the summer of 2017.	ALL	No responses
	Policies & Procedures Sub-Group	7	To investigate number of views of the updated policy and procedures on the safeguarding website.	JE	Completed

	National Audit	10	Board members were asked to review the completed audit.	ALL	
	Safeguarding Adults in Primary Care	12	Include the South Glos Council's Safeguarding website link into next newsletter.	PB	Completed
	MCA/DoLS Governance	13	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.	ALL	Business Plan
			The Board was also asked to disseminate and cascade this item to the organisations they represent.	ALL	Ongoing
					<b>Action</b>
<b>3.3</b>	<b>Discussion from Matters arising above (from last meeting held on 8<sup>th</sup> December 2016)</b>				
	Ideas for workshops at the Joint Conference with Bristol on 13 <sup>th</sup> June 2017 to be submitted to NT by 17 <sup>th</sup> March 2017.				<b>ALL</b>
<b>4.</b>	<b>Quality Assurance Sub-Group</b>				
	The Board discussed the Multi-Agency Quarterly QA and Performance Report Quarter 3 and the multi-agency audit.				
	Priority 4 – item 3 –members will be required to pilot self-assessment tool next Q1. Some actions may fall within remit of Board Manager.				
	<b>Action:</b> Members to pilot self-assessment tool next Q1				<b>ALL</b>
	It was proposed that a timetable be developed to forward the pilot program. <b>AGREED</b>				
	<b>Action:</b> Recommendations invited – to be sent to LH.				<b>ALL</b>
	<b>Action:</b> Ed Gibbons (Data Analyst) to be invited to next meeting on 8 <sup>th</sup> June 2017 to advise what statistics are available to produce.				<b>JE</b>
	<b>Action:</b> Discuss with Probation Service information that is required for Board members.				<b>SL</b>
	<b>Action:</b> Feedback to the QA sub-group learning identified and actions taken in own organisations.				<b>ALL</b>
<b>5.</b>	<b>Learning &amp; Development Sub-Group</b>				
	The Board noted the sub-group's progress in establishing a Safeguarding Adults Trained Trainer Network. There has been a good response and 15 agencies have been invited to attend a 1 day workshop April 2017 to discuss.				
	The Board noted the progress in planning towards a joint Bristol/South Glos. conference on 13 <sup>th</sup> June 2017.				
	Board Members requested to promote multi-agency SGA Training Offer within their organisations/sectors.				<b>ALL</b>

6.	<p><b>Communications &amp; Engagement Sub-Group</b></p> <p>The agreed new logos for SAB and SCB are now being used.</p> <p>Stope Adult Abuse Week is 12-16 June 2017, during Elder Abuse Week. The message is 'Safe at Home'. Members asked to promote the week within their own organisations and feedback to Sharon Prowse any activities planned.</p> <p>It was proposed that the name of the Communications Sub-Group be changed to 'Communications and Engagement Sub-Group. <b>AGREED.</b></p>	<b>ALL</b>
7.	<p><b>Policies &amp; Procedures Sub-Group</b></p> <p>Work is underway to write multi-agency procedures for Managing Allegations Against People in Positions of Trust.</p> <p>Sub-group to discuss multi-agency practice guidance to include new categories of self-neglect, human trafficking and domestic abuse as defined by the Care Act.</p> <p>Sub-group developing a Safeguarding Policy Template for use by voluntary sector groups.</p>	
8.	<p><b>Safeguarding Adult Reviews Sub-Group</b></p> <p>Teleconference of SAR sub-group is currently being set up the Chair for implementation in March 2017. Chair of Bristol SAR group to be invited to attend.</p>	
9.	<p><b>Strategic Plan Update</b></p> <p>At the Business Planning meeting on 26<sup>th</sup> January 2017 the draft 2017-18 plan was presented. More complete plan to be reviewed at next SAB on 8<sup>th</sup> June 2017. Board to approve the draft plan. <b>AGREED.</b></p> <p><b>Action:</b> Suggestions/changes to the plan including target dates to be submitted to JE by e-mail.</p> <p>The Board noted the progress on the 2016-17 Plan.</p>	<b>ALL</b>
10.	<p><b>CQC update on programme of inspections – Paul Chapman</b></p> <p>CQC started the new approach inspections in October 2014 and between this date and January 31<sup>st</sup> 2017 completed a programme to rate all of the services registered with at that date.</p> <p>Details on numbers of inspections, ratings, South Glos. ratings and re-inspection timescales are provided in the report attached to the minutes.</p> <p>The Chair emphasized the need to identify what is considered outstanding and to learn from those organisations where the common denominator is the commitment of management.</p> <p><b>Action:</b> Paul Chapman to send his report to Business Support to send out with these minutes.</p>	<b>PC</b>
11.	<p><b>Trading Standards – Charlotte Allard &amp; Neil Derrick</b></p> <p>South Glos Council's Trading Standards team provided a presentation on financial exploitation/scams and actual case studies. A discussion is required on the role of South Glos. Council in supporting victims after Trading Standards has completed its investigations. A partnership approach was suggested.</p>	

	<p><b>Action:</b> SL, JE, NT, and Business Manager to meet with Trading Standards to discuss options for SAB.</p> <p><b>Action:</b> Sarah Weld will take this issue and the Briefing Note provided to the Older Peoples Partnership, which feeds into the voluntary sector.</p>	<b>SL/JE/NT/ Bus. Mgr.</b>
<b>12.</b>	<p><b>Annual Report</b></p> <p>New Business Manager will be asked to compile the Annual Report as a priority.</p> <p><b>Action:</b> Members to begin preparing information for submission to the Annual Report.</p>	<b>ALL</b>
<b>13.</b>	<p><b>New Business Manager</b></p> <p>Sarah Taylor has been appointed as the Business Manager for both SAB and SCB and will take up her post in of April 2017.</p>	
<b>14.</b>	<p><b>National/Local Updates</b></p> <p>GW: The Sirona representative on SAB will be Simon Allen effective April 2017. Virgin Care to provide health services in BANES and Sirona will continue to provide health services in South Gloucestershire.</p> <p>FMcG: AWP are expanding safeguarding work and will be populating the sub-groups</p> <p>LH: Accountability Officer for three CCGs.</p> <p>SW: New Health &amp; Wellbeing Strategy being developed.</p> <p>SO: Police training pilot identifying vulnerability in victims of crime.</p>	
<b>15.</b>	<p><b>AOB</b></p> <p><b>Action:</b> Members requested to be clear about information reported back to their organisations</p>	<b>ALL</b>
<b>16.</b>	<p><b>Summary Feedback</b></p> <p>Distributed to members on 6<sup>th</sup> March 2017</p>	
	<p><b>Date, time and venue of next meeting</b></p> <p>– Thursday, 8<sup>th</sup> June 2017, at 1.30 p.m. at Kingswood Civic Centre, F18</p>	

**Signed:**

*Sally Lewis*

**Name:** Sally Lewis  
**Designation:** Independent Chair  
**Date:** 19/04/2017

