



**Minutes of WSAB Meeting**

**15 June 2015**

**Worcester Room - County Hall**

**PRESENT**

Kathy McAteer KM	(Independent Chair, Worcestershire Safeguarding Adults Board)
Richard Harling RH	(Director Adult Services and Health, DASH, WCC)
Richard White RW	(Director, Stanfield Nursing Home, Independent Homes Provider Representative on WSAB)
Vicki Preece VP	(Deputy Director of Nursing, Worcestershire Health and Care Trust)
Lisa Miruszenko LM	(Deputy Chief Nursing Officer, Worcestershire Acute Hospital Trust)
Steve Eccleston SE	(Head of Protection of Vulnerable People, West Mercia Police)
Julia Stanfield JS	(Carer, Carer Representative to the WSAB)
Carole Cumino CC	(Chief Executive, Worcestershire Association of Carers)
Jo Galloway JG	(Executive Nurse for Quality and Patient Safety, Redditch/Bromsgrove and Wyre Forest Clinical Commissioning Group)

## **APOLOGIES**

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David Cookson DC	(Deputy Head of Service for NPS: West Mercia, National Probation Service)
Mari Gay MG	(Executive Nurse - Director of Quality, South Worcestershire Clinical Commissioning Group)
Michael Hunter MH	(Chief Officer, Worcestershire Voices)
Sheila Blagg CSB	(Councillor responsible for Adult Social Care)
Sandra Brennan SB	(Director of Quality, Executive Nurse, Worcestershire Health and Care Trust)

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## **IN ATTENDANCE**

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Sarah Cox SC	(Service Manager for Safeguarding Adults and Quality, Worcestershire County Council)
Peggy West PW	(Safeguarding Adults Board Manager, Professional Lead)

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## **MINUTES**

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Sharon Jones SJ	(Board Coordinator - Worcestershire Safeguarding Adults Board)
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# Minutes

## **Welcome and apologies for absence**

The Chair welcomed everybody to the meeting and gave apologies for those not in attendance.

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It was noted that HealthWatch Worcestershire have stood down from the Board in order to not jeopardise objectivity. Whilst this differs from most other boards it is understood that they do not wish to create a conflict of interest. Previously it had been agreed that HealthWatch Worcestershire would meet with the Chair twice a year but it is hoped that this frequency will increase.

It was also noted that the pack for this meeting was exceptionally large. The way the papers are put together will be reviewed before the next meeting.

## **Minutes and action log**

The minutes were agreed although it was suggested that in future, they need only contain the actions and recommendations following discussions.

The action log was updated with all being completed except for the following.

<b>14</b>	Quarterly report is to be produced for each board meeting based on the papers that are submitted by members.
<b>15</b>	Produce a quarterly report template to be agreed and signed off at the May Strategy meeting.

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A discussion is to take place outside of the meeting to determine exactly what is needed and what format this should take.

<b>19</b>	Add the Savile and Rotherham Reports to June's agenda.
<b>20</b>	Discuss cross cutting issues of the Savile and Rotherham Reports with the WSCB chair.

These have been moved back to the September meeting.

<p><b>3</b></p>	<p><b>Chair's Report</b></p> <p>The Chair's report was reviewed covering aspects such as legal liabilities and upcoming meetings with the WSCB, HWWB and CS to look at cross cutting issues.</p> <p>It was noted that JG, MG and SC all attend the Quality Surveillance Group and so can provide a link feeding back any safeguarding issues.</p>
<p><b>ASSURANCE ITEMS</b></p>	
<p><b>4</b></p>	<p><b>Self-Assessment &amp; Assurance Framework Audit - Peggy West</b></p> <p>The report was reviewed and the following recommendations were agreed;</p> <ul style="list-style-type: none"> <li>• For the Worcestershire Safeguarding Adults Board to take note of this and use it as a benchmark against next year's audit.</li> <li>• For The Worcestershire Safeguarding Adults Board to agree a Self-Assessment Challenge day for 2015/6. This is to be managed by a Task and Finish Group. PW is to source information relating to Challenge Days that have taken place in Essex and in Bedfordshire.</li> </ul> <p>RW noted that it would be useful to include the independent sector and that the audit tool could be adapted for the LA and CCGs to pick this up as a starting point. It was also agreed that this should link into the WSCB.</p> <p>It was also noted that many of the scores relating MCA DoLS were marked as a 2 and therefore it would be appropriate for the first MACFA carried out by the P&amp;P sub group to concentrate in this area.</p>
<p><b>5</b></p>	<p><b>Organisational Care Act Compliance Audit - Peggy West</b></p> <p>The report was reviewed and the following recommendations were agreed;</p> <ul style="list-style-type: none"> <li>• For organisations to escalate any concerns on Care Act compliance as appropriate.</li> </ul>
<p><b>BUSINESS ITEMS</b></p>	

<p>6</p>	<p><b>Draft Strategic Plan 2015/2018 – for approval - Peggy West</b></p> <p>The plan was approved in principal pending the following amendments.</p> <ul style="list-style-type: none"> <li>• Terminology to be changed to 5 strategic goals for 15/18</li> <li>• Terminology to be changed to 7 annual objectives for 15/16</li> <li>• Amend the wording in strategic objectives 2 and 3 to reflect that WSAB will be asking for agencies to provide assurance rather than "require agencies to show..."</li> <li>• Amend wording to ensure that the annual objectives are measurable</li> <li>• Respond to some of the comments made in the survey directly and report these back at the next meeting</li> <li>• Include text explaining the top 4 risks from the risk register</li> <li>• Remove HealthWatch Worcestershire from the membership</li> </ul> <p>It was also noted that an Easy Read version is to be published liaising with the LD Board.</p>
<p>7</p>	<p><b>Annual Business Plan 2015/2016 – for approval - Peggy West</b></p> <p>Following a review of the Annual Business Plan it was agreed that the document was heading in the right direction but requires the following amendments;</p> <ul style="list-style-type: none"> <li>• Actions needed to be SMARTER</li> <li>• Terminology to be changed to 5 strategic goals for 15/18</li> <li>• Terminology to be changed to 7 annual objectives for 15/16</li> <li>• Amend the wording in strategic objectives 2 and 3 to reflect that WSAB will be asking for agencies to provide assurance rather than "require agencies to show..."</li> </ul>
<p>8</p>	<p><b>Annual Report 2014 / 2015 – for approval - Peggy West</b></p> <p>It was noted that previously the Annual Report has been presented to the Health and Social Care Scrutiny Board in November but this year it is being presented in September. Thanks were given to all for their contributions. It was noted that section 2.2 relating to the budget and section 6 have yet to be completed. These will be added and the report will be circulated on Wednesday.</p> <p>The report was approved in principal pending the review of sections 2.2 and 6. Full approval is to be attained before the end of July.</p>

<p>9</p>	<p><b>Information Sharing Agreement – for approval - Peggy West</b></p> <p>The ISA was approved in principal pending the following amendments;</p> <ul style="list-style-type: none"> <li>• All links to other ISA are listed under section 1.1</li> <li>• A flow chart is added in the easy read appendix for staff to show where the agreement sits amongst the other ISAs in place.</li> </ul> <p>The wording around section 6.5 relating to carers and family members will be discussed at the next carer's forum in two weeks and fed back.</p>
<p>10</p>	<p><b>Current Position of SCRs - Peggy West</b></p> <p>It was agreed that the two case reviews that are to be presented to board will presented at the September board meeting instead of calling an additional meeting. With this in mind the start time will brought forward to 1.30pm and the finish will be 5.30pm.</p> <p>It was noted that the terminology between agency carers and family carers can be confusing and this will be made clearer in future.</p> <p>It was also agreed that a quarterly budget report should be produced for board to have clear sight of expenditure.</p>
<p>11</p>	<p><b>SARs Protocol – for approval - Peggy West</b></p> <p>The SAR Protocol was approved in principal pending the following amendments;</p> <ul style="list-style-type: none"> <li>• Amendments sent through by RH</li> <li>• Amendments in items 2 and 3 recommended by WCC legal team</li> </ul>
<p>12</p>	<p><b>Risk Register - Kathy McAteer</b></p> <p>It was explained that the risk register will be reviewed at each Sub Group Sponsor and Chair meeting, held quarterly, with recommendations then brought to the Board. These will include the red rated risks from the sub group groups.</p> <p>The following amendments were agreed;</p> <ul style="list-style-type: none"> <li>• Risk 3 can be reduced when a full response is received</li> <li>• Risk 7 can be reduced to a risk rating of 8</li> <li>• Risk 9 reduced to a risk rating of 8</li> <li>• Risk 10 can be removed as the ISA is agreed in principal</li> <li>• A new risk needs to be added to ensure that the ISA is embedded</li> <li>• Risk 11 is to be removed as a risk register has been produced.</li> </ul>
<p><b>DISCUSSION ITEMS</b></p>	

**Joint Working On Cross Cutting Issues**

WSCB, CSP and H&WB - Kathy McAteer

The report was reviewed, identifying the 4 key areas of work being

- Transition
- Child Sexual Exploitation
- Female Genital Mutilation
- Domestic Abuse

**13 Rotherham CSE Strategy – Peggy West / Sue Haddon**

It was noted that SE Chairs the CSE group whose strategy is to go to cabinet shortly. The action plan is nearly finished and will go to WSCB on 1 July 2015. It was agreed that the Children's Strategy papers should come to WSAB for information.

Transition Workshop – Peggy West / Sue Haddon

A Transitions Workshop is planned for 2015/6 and it will be facilitated jointly by the WSCB and the WSAB. It was noted that this should be looking at an assurance level and should not moving into an operational remit.

<p>14</p>	<p><b>MASH Update</b> - Steve Eccleston</p> <p>A report was reviewed by the board and SE added that they had so far received the following cases.</p> <p><b><u>Children's</u></b>          6 cases through MASH process</p> <ul style="list-style-type: none"> <li>- one was passed to early help, one to a HV to coordinate support, 4 were opened to social care</li> </ul> <p><b><u>Adults</u></b>          3 cases through MASH process</p> <ol style="list-style-type: none"> <li>1) Progressed to S42 Enquiry – risk remains as moderate (amber)</li> <li>2) NFA – MARAC already in process – individual dis-engaged with safeguarding process – risk remains high (red)</li> <li>3) Interesting one – MASH used to try and locate an individual who is allegedly at risk of financial exploitation but lives on the streets. MASH information shared has assisted with locating individual and work now progressing to engage with them – risk to be assessed.</li> </ol> <p>One case family MASH, parent and child</p> <p>Other feedback included;</p> <ul style="list-style-type: none"> <li>• Partner feedback is that MASH is going well,</li> <li>• CRC have recruited staff this month to be part of MASH</li> <li>• CCG recruiting a named professional for GPs and MASH and Primary Care Trust</li> <li>• Police recruited MASH rep, started 1.6.15, in post for 6 months, training being undertaken</li> <li>• Education rep, co-located as of 5.6.15, still lead on safeguarding training and advisory role in/to schools</li> <li>• First MASH development session set for 25 June (Rachel Kirkwood facilitating) reps from each agency attending</li> <li>• the timescales for response to be changed to 4hr/8hrs, instead of 4hrs/24hrs</li> </ul>
<p>15</p>	<p><b>Any Other Business and urgent items</b></p> <p><b>Escalation Policy</b> – Sandra Brennan</p> <p>It was queried as to whether this was the same policy that went to the WSCB which was challenged due to issues around thresholds. VP is to confirm.</p> <p><b>MCA Toolkit</b> – Sandra Brennan</p> <p>Approval was agreed that following the change of the title from 'Toolkit' to 'Checklist' and the amendment of the phrase "All organisational polices . . ." to either 'All appropriate policies' or 'All relevant policies'.</p>



	<p><b>Forward Plan for WSAB - Kathy McAteer</b></p> <p>The forward plan for the next meeting currently contains;</p> <p><b>Standing Items</b></p> <ul style="list-style-type: none"><li>- Sub Group quarterly reports</li><li>- Risk Register</li><li>- Cross Cutting Issues<ul style="list-style-type: none"><li>- MASH</li><li>- Transition</li></ul></li><li>- Making Safeguarding Personal</li></ul> <p><b>16 Discussion</b></p> <ul style="list-style-type: none"><li>- Savile reports – Findings and implications for Worcestershire</li><li>- New Criminal Offence Wilful Neglect</li><li>- Mental Health Crisis Concordat</li><li>- Housing Engagement with WSAB</li><li>- Making Safeguarding Personal – Identifying a lead</li></ul> <p><b>Information</b></p> <p>Update on the Law Commission's review of the deprivation of liberty safeguards</p> <p>Prisons and safeguarding</p>
<p><b>17</b></p>	<p><b>Review of Board Support - Kathy McAteer</b></p> <p>The board discussed the report and board members stated that they had seen the benefit of both the co-ordinator and manager roles. It was agreed to procure some additional interim capacity to deliver the next phase of the business plan and to review long term funding at the September meeting.</p>

**ACTION LOG**

	<b>ACTION</b>	<b>ALLOCATED TO</b>	<b>TARGET DATE</b>
<b>1</b>	Review the way the papers are sent out in order make them more user friendly.	SJ	21 Sept 2015
<b>2</b>	Carry the Savile and Rotherham Reports forward to the September Board	SJ	21 Sept 2015
<b>3</b>	Source information relating to Challenge Days that have taken place in Essex and in Bedfordshire	PW	23 June 2015
<b>4</b>	Feed back to P&P that they are to establish a Task and Finish Group to manage Self-Assessment Challenge Day and amend the audit tool to allow for WCC and the CCGs to include the independent sector.	SJ	4 Aug 2015
<b>5</b>	Feed back to P&P that this year's MACFA review by P&P to target MCA DoLs.	SJ	4 Aug 2015
<b>6</b>	Make required amendments to the WSAB Strategic Plan 15/18 prior to sign off.	PW	23 June 2015
<b>9</b>	Feedback to the board responses that were made the survey.	SJ	21 Sept 2015
<b>10</b>	Make required amendments to the WSAB Business Plan 15/16 prior to sign off.	PW	23 June 2015
<b>11</b>	Circulate amended copy of the Annual Report 2014 / 2015 containing sections 2.2 and 6.	PW	17 June 2015
<b>12</b>	Achieve full approval of the Annual Report 2014 / 2015.	SJ	31 July 2015
<b>13</b>	Make required amendments to the ISA prior to sign off.	PW	23 June 2015
<b>14</b>	Feedback the views from the carer's forum in regards to section 6.5 relating to carers and other family members.	JS	10 July 2015
<b>15</b>	Confirm if the escalation policy presented is the same as that which went to the WSCB.	VP	30 June 2015
<b>16</b>	Produce a quarterly SCR / SAR budget report for board.	SJ	21 Sept 2015
<b>17</b>	Children's Strategy papers should come to WSAB for information	SE	30 July 2015
<b>18</b>	Liaise with the LB Board to produce an Easy Read version of the Strategic Plan	SJ	30 July