



Minutes of WSAB Meeting

16 March 2015

Worcester Room - County Hall

Present

Name	Role
Kathy McAteer (KM)	(Independent Chair, Worcestershire Safeguarding Adults Board)
Sheila Blagg (CSB)	(Councillor responsible for Adult Social Care)
Richard Harling (RH)	(Director Adult Services and Health, DASH, WCC)
Richard White (RW)	(Director, Stanfield Nursing Home, Independent Homes Provider Representative on WSAB)
Sandra Brennan (SB)	(Director of Quality, Executive Nurse, 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)
John Taylor (JT)	(Board Member, HealthWatch)
Lisa Levy (LL)	(Deputy Executive Nurse Quality & Patient Safety, SWCCG)
Julia Stanfield (JS)	(Carer, Carer Representative to the WSAB)
Catherine Whitehouse (CW)	(Representative for RBCCG / WFCCG)
Carole Cumino (CC)	(Chief Executive, Worcestershire Association of Carers)

Apologies

Name	Role
David Cookson DC	(Deputy Head of Service for NPS: West Mercia, National Probation Service)
Lindsey Webb / LW	(Chief Nursing Officer, Worcestershire Acute Hospital Trust)
Mari Gay MG	(Executive Nurse - Director of Quality, South Worcestershire Clinical Commissioning Group)
Jo Galloway	(Executive Nurse for Quality and Patient Safety, Redditch/Bromsgrove)

Name	Role
JG	and Wyre Forest Clinical Commissioning Group)
Michael Hunter MH	(Chief Officer, Worcestershire Voices)
Vikki Tweddle VT	(Assistant Director of Quality and Safety, NHS England)

In Attendance

Name	Role
Sarah Cox SC	(Service Manager for Safeguarding Adults and Quality, Worcestershire County Council)
Peggy West PW	(Safeguarding Adults Board Manager, Professional Lead)
Sue Lawrence SL	(Adult Safeguarding Team Manager WCC)
Sharon Jones SJ	(Board Coordinator - Worcestershire Safeguarding Adults Board)

Minutes

Item	Item Details
1	<p>Welcome and apologies for absence</p> <p>All attendees introduced themselves and KM welcomed PW and SJ to the board. Apologies were given.</p> <p>Apologies were also made for papers being sent out late due to the new team coming into post mid-February.</p>
2	<p>Minutes and action log</p> <p>Minutes from the last meeting were reviewed. It was noted that clarification around the wording of item 5, 'Safeguarding quality assurance framework including Multi-agency Case File Audit', may be required and would be picked up later in the agenda under item 6. There were no concerns with accuracy.</p>

Item	Item Details
	<p>Matters arising</p> <p>WSAB approval of Adult Safeguarding involvement with MASH was raised. It was noted that this had been previously discussed and it had been approved that Adult Safeguarding will be part of the MASH. However, due to the changeover of the WSAB chair, the matter had not been discussed further.</p> <p>Concerns were raised and discussed with regards to organisations' safeguarding adults resources for MASH. It was noted that the establishment of the MASH is a phased project with the 'Children' aspect going live by the end of April and that the 'Adults' due to go in later. SC noted that the Worcestershire County Council, (WCC), Adults Safeguarding Team will be co-located with MASH in Wildwood as part of phase 1.</p> <p>Action</p> <ul style="list-style-type: none"> • WSAB approved adult safeguarding joining the MASH • WSAB to be kept apprised of developments on a quarterly basis • SC is the formal representative of the WSAB across the groups and will give updates • MASH to be a standing item on the agenda for the foreseeable future
<p>3</p>	<p>Chair's Report</p> <p>KM stated that her report was a summary of her recent activity covering:</p> <ul style="list-style-type: none"> • National Activities – part of National Chairs' Network and engaged in on-line discussions covering Care Act implementation, development of board constitutions, performance and assurance frameworks and safeguarding issues mainly focussing on MCA/DoLs • Has also been involved in national consultations to do with SCIE Care Act guidance for Safeguarding Adults Boards, SCIE guidance on Safeguarding Adult Reviews and NHSE Safeguarding Accountability and Assurance Framework • Regional Activities – attending quarterly meeting and engaged in online discussions mostly covering Care Act compliance and implementation <p>KM thanked the WSAB for the appointment of the Board support team and stated that as a new chair, coming in at the same time as the Care Act (2014) has led to her having given additional input but, now that PW and SJ are in post, this should fall back to the intended contribution.</p> <p>Action:</p> <ul style="list-style-type: none"> • Board support team to continue working closely with KM • Chair's report to be a permanent standing item on the Agenda

Item	Item Details
4	<p data-bbox="320 338 1386 376">CARE ACT COMPLIANCE</p> <p data-bbox="320 409 991 443">Feedback from Care Act Task and Finish Group</p> <ul data-bbox="368 477 975 510" style="list-style-type: none"> <li data-bbox="368 477 975 510">• Care Act Compliance Task & Finish Group <p data-bbox="320 544 1362 745">First scheduled meeting took place in September 2014 and was very useful. Unfortunately due to mitigating circumstances the two following meetings were not able to take place. Progress has been made on the Action Plan attached to the papers. Plans to deliver against all actions are in place and it is noted that these were dependent on recruitment to the board support roles, which are now in place.</p> <ul data-bbox="368 779 576 813" style="list-style-type: none"> <li data-bbox="368 779 576 813">• Constitution <p data-bbox="320 846 1378 1081">The Constitution is currently a working draft and will form significant parts of the Strategic Plan which will also help form induction information for board members. This will be reviewed and finalised following completion of the Strategic Plan and will become a slimmed down simpler version that is easy to understand. SC noted that the definition of 'Adult at Risk' in the statutory guidance differs from that in the constitution and needs to be aligned. PW agreed to amend this accordingly.</p> <ul data-bbox="368 1115 627 1149" style="list-style-type: none"> <li data-bbox="368 1115 627 1149">• Board Structure <p data-bbox="320 1182 1378 1451">The WSAB has achieved the statutory requirement of having the Local Authority, CCG and Police as core members. The Membership Matrix has been completed and SJ will finalise the names of deputies. Relationships with Worcestershire Safeguarding Children's Board will develop. The lead councillor for adult social care has joined the board along with the West Mercia branch of the National Probation Service. Whilst the Board is still 'Health & Social Care' top heavy at present, it is hoped that the engagement process with agencies will help address this at associate member level.</p> <ul data-bbox="368 1485 603 1518" style="list-style-type: none"> <li data-bbox="368 1485 603 1518">• Strategic Plan <p data-bbox="320 1552 1378 1821">The Care Act (2014) requires of the Board to put in place a Strategic Plan with input from HealthWatch Worcestershire and other stakeholders including service users and carers. PW advised that a draft questionnaire and consultation draft Strategic Plan have been compiled and discussed with HealthWatch along with the responsible person from WCC in regards to surveys. The fact that we are now entering into the purdah period before the general election may create some issues but further discussion is taking place to determine the best way to engage with local communities and agencies.</p> <p data-bbox="320 1854 1378 2024">PW noted that it is important that the strategy be fit for purpose and that from this an Annual Business Plan will be produced. It is very unlikely that results from any engagement will be available by 31st March but this is moving forward. The survey will form a big part of the engagement. Carers groups are keen to be involved and PW is working with JH in order to gain their details as their</p>

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	<p>involvement is invaluable.</p> <p>KM noted that it was important to get organisations that can disseminate the engagement questionnaire on board as soon as possible and that engagement can develop over time rather in one go. It was echoed that engagement with communities and agencies needs to be ongoing throughout the year and inclusive.</p> <ul style="list-style-type: none"> • Information Sharing Agreement <p>Section 45 of the Care Act requires of WSAB to have a multi-agency Information Sharing Agreement. Regional guidance has been provided. PW to produce a WSAB Information Sharing Agreement. This will be signed off at the WSAB Strategy Day 7 May 2015 but should be circulated to all WSAB members in advance so that their organisations can agree to the terms and provide comments back to PW so that this does not become a protracted process.</p> <ul style="list-style-type: none"> • Safeguarding Adult Reviews <p>Section 44 of the Care Act (2014) requires of WSAB to arrange a case review if an adult with care and support needs dies as a result of neglect or abuse or if they suffer serious harm. It is urgent for WSAB to ensure that the regional protocol is adopted and put in place and this work is being carried out. This will be discussed further in Agenda Item 6.</p> <p>Action</p> <ul style="list-style-type: none"> • Work to continue • PW to circulate Draft Information Sharing Agreement two weeks before Strategy Day in May
5	<p>Designated Adult Safeguarding Manager Role</p> <p>The statutory guidance supporting the Care Act (2014) states that Safeguarding Adults Boards should establish and agree a framework and process to respond to allegations and concerns raised regarding paid workers, volunteers and students. This report outlines the proposals for the development of West Midlands Positions of Trust guidance and the implications for local Safeguarding Adults Boards and agencies.</p> <p>PW stated that a lot of work had been carried out at a regional level in regards to determine how the role of the Designated Adult Safeguarding Manager (DASM) should look. New information had been released that morning that indicated that it would look very similar to the current Local Authority Designated Officer (LADO) role although it was noted that different Local Authorities and Safeguarding Adults Boards are coming up with differing innovative ideas. Whilst further guidance is required from the Department of Health nobody is fully certain as to what the final look of the DASM post will be. It was suggested that one DASM could cover a number of agencies but there were concerns over legal issues and data protection.</p>

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	<p>Discussion by WSAB members</p> <p>SE noted that at the recent event in Birmingham it was stated that a DASM was only a requirement for core members but that it is also suggested for other agencies. He raised the possibility of splitting the role across two separate leads, one of which being the Lead of Professional Standards and stated that this will probably be the route forward that he suggests within West Mercia Police. KM stated that she felt that it is an 'add on' role rather than a new post.</p> <p>SC noted that SL has already been nominated within WCC as she already oversees aspects involved in the DASM role but that she will need to link in with WCC LADO more. PW noted that the West Midlands Regional guidance has case studies that, whilst are quite wide in context, are probably reflective of situations people are already familiar with and so this should provide some reassurance.</p> <p>It was noted that Warwickshire County Council have carried out a significant amount of work in regards to the DASM role but there has yet to be any national or SCIE guidance.</p> <p>SB queried the term 'Responsible Person' relating to the DASM role which KM stated she sees as any agency that employees people in positions of trust but she added that this would also imply every care home, domiciliary care agency etc, which wouldn't be practical. PW stated that she felt that the Local Authority DASM would work with an agency that did not have a DASM along with the CCGs as per section 4.3 of the Report to the West Midlands Safeguarding Adults Board Chairs Network and Directors of Social Services – February 2015. For example, should an individual be identified as financially abusing somebody in their care, the Local Authority DASM would work with the employing agency to ensure that all the correct procedures are carried out. It was noted however, that this approach is reactive rather than proactive which is something that the Board must be aware of.</p> <p>RW stated that, from reading the documentation around DASMs, it appears to exclude the aspect of Whistleblowing which is quite a minefield in itself and contains a lot of difficult legislation, therefore a lot more work is required on this. RW also requested that the wording in section 5 of the West Midlands Adult Safeguarding Position of Trust (PoT) Guidance be changed from "Each situation will be risk assessed individually" to "Each situation must be risk assessed individually" to highlight its significance.</p> <p>It was agreed that a DASM forum or network would prove useful but RH noted that the Board should not stipulate how this should be run as of yet. The guidance that has been issued so far is a base document and there is scope for variation, therefore it is important that the role be looked at under the policies subgroup.</p> <p>Action</p> <ul style="list-style-type: none"> All members would take the issue back to their organisations for further

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	<p>discussion and consideration</p> <ul style="list-style-type: none"> • Members from statutory agencies to feedback a nominated DASM to SJ by 1 April 2015 • DASM role to be discussed further at a future meeting • SJ to circulate any further guidance as soon as it is released • Members also requested that should they pick up on any guidance, they send it to PW and SJ in order for them to share amongst the Board
<p>6</p>	<p>WSAB Board Structure and Performance Assurance Framework</p> <p>Options Paper for WSAB Board Structure tabled for discussion</p> <p>KM and PW have carried out some ground work and come up with a proposal for the WSAB structure that can bring the board to a legal footing as per Care Act (2014) requirements and to ensure that the Board to have more of an assurance role and safeguarding adults oversight in the area</p> <ul style="list-style-type: none"> • Membership <p>The WSAB has the correct core membership as stipulated in the Care Act (2014), that is Police, Local Authority and the CCGs.</p> <p>HealthWatch and Probation are represented on the Board.</p> <p>Further discussions to be held regarding other membership to ensure that relevant organisations such as Housing and Service User representation is represented on the Board.</p> <ul style="list-style-type: none"> • Subgroups to support the achievement of objectives <p>A set of 5 core sub groups that delivers the Board's key functions relating to:</p> <ul style="list-style-type: none"> - Performance & Quality Assurance - Policy & Practice - Case Reviews - Community Awareness & Prevention - Learning & Development <p>Performance and Quality Assurance Subgroup – This would focus on analysing data and providing the Board with statistics and trends rather than raw data. It would provide information such as identifying local risk, which agencies provide enquiries and which do not, what types of enquiries are made and where etc. All of this can be populated into a Dashboard and will help the Board to set priorities.</p> <p>Policy and Practice Subgroup – This is already an existing group and would continue to focus on ensuring that new guidance is implemented and the right multi agency working is taking place.</p>

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	<p>Case Review Subgroup – This currently exists as the Serious Case Review subgroup so it would need to be adapted in order to meet the requirements of the Care Act (2014).</p> <p>Community Awareness and Prevention Subgroup - There is a statutory requirement for this group a in regards to prevention. A Communication Strategy will need to be put in place and work is already underway. The communications subgroup would now be amalgamated into this group.</p> <p>Learning and Development Subgroup – This would continue in its current form, putting a Training Strategy in place and have an oversight of the training provided by individual organisations. Areas of pooled resources and economies of scale will be explored.</p> <ul style="list-style-type: none"> • Reference Groups <p>A set of Reference Groups or Networks that enable key stakeholders/associate members to be actively engaged with the board and to have their voices heard (some of these will be for wider safeguarding and will also act as reference groups to the Local Safeguarding Children's Board) are to be formed.</p> <p>These would allow for information dissemination supporting sharing and efficient running of the Board and subgroups.</p> <p>These will include:</p> <ul style="list-style-type: none"> - Carers Safeguarding Reference Group - DASMs and Safeguarding leads Network - Practitioners Network -Service Users Reference Group (subject to development of an engagement strategy in co-production with service users) <p>All of these changes would be required in order to help the Board function more effectively and another key aspect to consider is how the Board enables people to network.</p> <ul style="list-style-type: none"> • Proposed Structure Discussion <p>PW noted that once the Strategic Plan and Business Plan are in place more Task and Finish groups may be required to look at carrying out specific actions. KM added that some issues, such as Child Sexual Exploitation and Modern Slavery, will cross over groups and feed into each other. SB commented that the Service Users Reference Group suggests a standing group which may prove difficult as practitioners change regularly. KM noted this and suggested that the Reference Groups or Networks would work best with what fits locally for them.</p> <p>RW stated that, as finances are tight, the groups need to use various platforms of communication as the cost of bringing people together reduces this option for</p>

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	<p>him. He stated that the Board need to be much more adventurous to which KM agreed suggesting using the three tier network could link with contributions online etc. RH stated that he agreed with the rational but felt that costs and resources need to be looked at and he would prefer Networks rather than meetings of formal Reference Groups.</p> <p>KM suggested that the Board needs to look at where the groups fit and that in the 7 May 2015 Strategy meeting the board will look at prioritising needs and allocating the groups.</p> <p>RH stated that he did not feel that Terms of Reference (ToRs) were required for the sub groups and that it is important that they are bureaucracy light. KM however commented that she felt that there was value to the subgroups having ToRs in order to give structure to strands of work and allow the groups to be clear about what they are doing and that this is essential to provide good governance and to deliver coordinated, non-duplicated work. She stated that TOR would set out;</p> <ol style="list-style-type: none"> i. What strategic objective they were meeting ii. What their purpose is and the priorities for the year iii. What their membership <p>The Strategic Plan will deliver the key objectives for work needing to be carried out, with a golden thread that will run through all of the subgroups, listing the priorities clearly and work program for the year which will provide focus around the 'Must Do's'. Leadership and skills of the subgroups will have to be built to meet the needs of the objectives. Then, each year of the strategic plan, there will be a new objective for the group to achieve and it is possible that the membership will need to change in order to meet skills required to deliver the new objective. PW noted that the work will be regularly reported back on and evidenced as to what has been done.</p> <p>LM noted that this may prove quite labour intensive and that there are other Boards and work that also needs to be carried out which presented practical issues. KM added that the Board is trying to make the groups, slick, streamlined and is conscious of trying not to over burden.</p> <p>It was agreed that ToR are important if they provide structure, purpose and are clear. The leadership of the groups will be discussed at the 7 May 2015 Strategy meeting and that there will need to be a Board sponsor in order to help ensure that the groups stay sighted. The Board will also consider at this point if it has any further requirements.</p> <p>RH suggested that a subgroup looking at Making Safeguarding Personal may be worthwhile. SC explained that when an enquiry is received a small audit is to take place and that it would be useful to have something similar for MSP and that she has been looking at ways of building this in.</p> <ul style="list-style-type: none"> • Urgent Key Aspects of work to make WSAB Care Act Compliant

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	<p>KM noted that there are two key aspects required in order to make the subgroups Care Act (2014) compliant. These are;</p> <ol style="list-style-type: none"> 1. Developing a performance framework <p>PW is in the process of putting together a Performance Task & Finish Group which will complete development work required to put in place a Performance Framework, data analysis and dashboard.</p> <ol style="list-style-type: none"> 2. Replace the Serious Case Review Subgroup with a Case Review Subgroup that is Care Act (2014) compliant. <p>In order to achieve this the current Serious Case Review Subgroup is to step down and be replaced by Case Review Subgroup.</p> <p>RW is to stand down as chair and PW to assume interim chair in order to complete groundwork to achieve compliance, most importantly putting in the WSAB Safeguarding Adults Reviews Protocol. RH will have executive oversight on this group.</p> <p>As there are ongoing cases, it is important that these are dealt with appropriately. RW to give a detailed handover to PW. Any ongoing cases would be dealt with under the existing SCR protocol and any arising cases would proceed under the new SARs protocol.</p> <p>The new protocol is being worked on at a regional level and should be agreed by the second week in April. The Case Review Subgroup will meet on 22 April 2015 and prepare the final draft for sign off by WSAB on 7 May 2015. The Care Act (2014) is at the forefront of the protocol and will provide a clear decision matrix to determine if a Serious Case Review is required.</p> <p>SB queried whether having PW as the Chair would create a conflict of interest but PW explained that as she is independent of all of the organisations represented on the board this would not create a conflict.</p> <p>RW stated that chairing the SCR Subgroup had been very weighty as people often hold differing opinions. He added that the group had done a valiant job. He also added that he feels that PW chairing the subgroup would be a conflict of interest and that he had not seen a job description for the interim Board Manager role and in the interest of sustaining governance PW should not chair the Case Review Subgroup. KM stated that she thought that Board members had seen the job description (the role and remit was discussed at the last meeting) and asked for the final JD to be sent to the members. KM responded that she did not feel that there was a governance issue for PW to chair the sub group, and noted that it is often the case that the Board Manager acted as the Chair on a subgroup and so that this was not out of kilter with current practice. Otherwise the chair would usually be nominated by one of the statutory agencies.</p> <p>RH commented that he held no issue with a periodic review of the subgroup and</p>

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	<p>KM added that RH's sponsor would be to ensure process rather than dealing with individual cases.</p> <p>PW added that she felt that the Board would benefit from case briefings being presented at WSAB meetings so that all members had an awareness of what the cases. These would not be recorded in the minutes of the Board meetings to ensure confidentiality and data protection.</p> <p>JT queried how RW's concern about a conflict of interest re PW chairing the Case Review Subgroup would be addressed and SC noted that this would be for the Independent Chair to review. It was noted that RW's views would be recorded in the minutes, PW and RH are to meet and discuss the membership of the Case Review Subgroup.</p> <p>The Board wished to note their thanks to RW and the Serious Case Review Subgroup for the work they have carried out acknowledging that it had not been an easy task.</p> <p>Action</p> <p>All of the recommendations made to the Board, as follows, were agreed.</p> <ol style="list-style-type: none"> 1. That WSAB discuss the proposals and reach agreement in principle on the future structure of the Board 2. That Terms of Reference for sub groups are developed for approval, with decisions on board lead /sponsor roles being agreed/finalised at the exceptional meeting to be held in April 3. That the Board Manager sets up a Performance Task & Finish Group to lead on the development work required to put in place a Performance Framework, data analysis and dashboard 4. That the existing SCR Sub Group is stood down with immediate effect and all outstanding work transferred to the new Case Review Group <p>Performance Assurance Framework for Care Act (2014) Compliance.</p> <p>PW explained that the compliance of WSAB with the Care Act (2014) is being reviewed and in doing so several gaps have been recognised. In order to make these more easily identifiable the 42 'Must Do's' in order to be Care Act (2014) compliant have been extracted into another document for the Board to read. In order to achieve these the Board will need to concentrate on four key areas as shown in the Performance Assurance Framework, attached.</p> <p>It was noted that item 4 is almost 50% in place but further evidence must be gathered. It was also noted that the West Midlands Regional Information Sharing Agreement is currently being localised prior to its sign off on the 7th May. A copy will be sent to all members for their review prior to the sign off.</p> <p>SB noted that this is a great start and that WSAB is doing what it should be but queried how it will know that the systems in place are doing what they should. KM noted that the analysis of data will provide assurance and that a Task and</p>

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	<p>Finish Group around this issue is being pulled together. It was noted that SJ had contacted core members to ask for nominated people from their organisations to sit on the group. SB stated that she did not feel that what was in place was sufficient to meet requirements and LL added that a dashboard was missing. KM clarified that the paper today refers to assurance regarding Care Act (2014) Compliance and that a draft Board Assurance Framework had been discussed by the Care Act (2014) Compliance Task & Finish Group. This would be sent to the members and it was noted that both assurance frameworks are required.</p> <p>RW requested that wording around multi agency training be reviewed as he felt it was inappropriate.</p> <p>A question was raised about where the aspect of self-assurance would fit in. KM stated that the West Midlands region had developed an audit but that this is yet to be reviewed. PW noted that VT had been leading on this but that the board now needed to agree a way forward as this is a significant aspect of the Care Act (2014).</p> <p>It was agreed that members would welcome board assurance but that it requires further mapping activity. It was agreed that both the regional audit and the audit proposed by VT would be sent out for feedback from members. It was agreed that the annual assurance statement or audit should be completed as a priority and reported back at the June WSAB meeting.</p> <p>RH asked if there are any issues in regards to the 42 'Must Do's' of the WSAB that is an area of concern in regards to compliance. KM responded that WSAB can demonstrate that all required aspects are in progress.</p>										
7	<p>BUSINESS ITEMS</p> <p>Annual Objectives Update on Progress</p> <p>Board members gave updates on each of the objectives that they lead on.</p> <table border="1" data-bbox="304 1529 1396 1968"> <thead> <tr> <th data-bbox="304 1529 437 1621">Attached report</th> <th data-bbox="437 1529 916 1621">Objective</th> <th data-bbox="916 1529 1396 1621">Quarterly Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1621 437 1807">1</td> <td data-bbox="437 1621 916 1807">To seek assurance that Safeguarding Adults is clearly identified within the core business of members and their partners</td> <td data-bbox="916 1621 1396 1807">No update on activity.</td> </tr> <tr> <td data-bbox="304 1807 437 1968">2</td> <td data-bbox="437 1807 916 1968">To develop and maintain effective working relationships between members, their partners and other community partnerships</td> <td data-bbox="916 1807 1396 1968">No update on activity.</td> </tr> </tbody> </table>		Attached report	Objective	Quarterly Update	1	To seek assurance that Safeguarding Adults is clearly identified within the core business of members and their partners	No update on activity.	2	To develop and maintain effective working relationships between members, their partners and other community partnerships	No update on activity.
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2	To develop and maintain effective working relationships between members, their partners and other community partnerships	No update on activity.									

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3	To ensure that service users, carers and the public are enabled to contribute to the work of the Board	<ul style="list-style-type: none"> • Recruitment to WSAB support in place – interim Board Manager and WSAB Coordinator • WSAB Website – WSAB has web pages within WCC site. Joint galaxy site proposed with WSCB. • Making Safeguarding Personal in Progress update given in Agenda Item 11.
4	To promote, maintain and seek assurance of the implementation of a high quality multi-agency Safeguarding Adults process across Worcestershire	<p>Item 2a. The update of the escalation policy is reliant on the DASM role guidance so it is recommended that this is reviewed once the guidance is issued.</p> <p>Item 3c. This will need to be addressed after the Strategy meeting on 7th May.</p>
5	To raise public, professional and political awareness of Safeguarding Adult issues across Worcestershire	<ul style="list-style-type: none"> • Communications Subgroup met in this quarter and worked on the Communications Strategy which is to be signed off by the Board once ready. • There was a query in regards to the budget allowed for this objective which KM confirmed to be £5,000.
6	To commission Serious Adult Reviews and to promote and seek assurance that learning from them and similar reviews nationally are embedded in local practice	<ul style="list-style-type: none"> • The Independent Chair confirmed a recommendation of the Sub Group not to proceed with a case review referral No 0024. • Two referrals were

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		<p>considered at the February meeting, these recommendations will be forwarded to the Independent Chair when completed.</p> <ul style="list-style-type: none"> Two Case Reviews previously approved were commissioned in the period. It is anticipated that findings will be ready for submission to the board at the June WSAB meeting.
7	To promote and seek assurance of the development of a workforce effectively trained in Safeguarding Adults and that their practice is continuously improving	As the report was issued late, it was agreed that this report would be added to matters arising at the next Board meeting. Members were asked, should they have any comments to send them back to LM directly as she would welcome feedback. Members were asked to reflect on how multi agency training could be delivered effectively to groups with differing needs and competencies and how this could be recorded. KM stated that there was the possibility for contributions in kind from agency to agency as the WSAB decision was not to establish a budget for commissioning training.
8	To promote, maintain and seek assurance of the high quality implementation of the MCA/DoLS across Worcestershire	No update on activity.
9	To contribute regionally and nationally to the development of Safeguarding Adults.	Reported in Agenda Item 3

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8	<p>STANDING ITEMS</p> <p>Annual and Quarterly Report</p> <p>PW stated that the Annual Report for 2014/15 is due to be ready for ratifying at the June WSAB meeting.</p> <p>Going forwards PW suggested that the WSAB produces a quarterly report which will enable compiling an annual report easier in the future. This would offer a way of capturing information and evidence and avoids a gap in knowledge should people move on. This will also enable easy activity analysis against the Business Plan.</p> <p>This will be done by the WSAB support staff ie: Manager/Coordinator from the reports that are submitted. It will be asked that these reports submitted on time to allow for them to be summarised and presented to the Board meetings. PW noted that NHS colleagues already produce quarterly safeguarding reports and these will be incorporated in the WSAB quarterly report.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> • That the WSAB 2014/15 Annual report is produced in the same format as the Care Act (2014) requirements and published accordingly • That as from April 2015, WSAB agree to have a quarterly report that summarises the activity of the Board • At the end of quarter 4, the Safeguarding Adults Board Manager produces an Annual report based on the information provided throughout the year • The Safeguarding Adults Board Manager produces a report template to be agreed and signed off at the May Strategy Meeting
9	<p>Risk Register</p> <p>The current status of the risks identified on the register were reviewed. Please see attached updated Risk Register.</p> <p>KM suggested that in regards to item 7;</p> <p style="padding-left: 40px;">"Abuse goes undetected because public and/or staff in organisations are not aware of how to raise alerts; the board fails to communicate effectively."</p> <p>And the mitigating action;</p> <p style="padding-left: 40px;">"Policies and Procedures are fit for purpose and revised in line with Care Act; Prevention Strategy; Communication Strategy"</p> <p>be reduced from a score of;</p>

Item	Item Details
	<p>'Likelihood (4) x Impact (4) = Risk (16) to 'Likelihood (3) x Impact (4) = Risk (12) changing it from red to amber. This is due to the fact that there is assurance that the regional procedures will be produced within timescale.</p> <p>KM also suggested that in regards to item 10;</p> <p style="padding-left: 40px;">"Current information sharing arrangements are inadequate resulting in failure to share information."</p> <p>And the mitigating action;</p> <p style="padding-left: 40px;">"Information Sharing Protocol to be developed."</p> <p>be reduced from a score of;</p> <p>'Likelihood (4) x Impact (4) = Risk (16) to 'Likelihood (3) x Impact (4) = Risk (12) changing it from red to amber. This is due to the board receiving assurance that the Information Sharing Protocol being due to be published very soon.</p> <p>Both amendments were agreed by all.</p>
10	<p>ITEMS FOR DISCUSSION</p> <p>Social Care Savings Update – Implications on Safeguarding Adults</p> <p>RH and SC presented information highlighting the implications of the Social Care Savings as per the slides attached.</p> <p>SC highlighted that in regards to the 'Issues' slide;</p> <ul style="list-style-type: none"> • At present it is difficult to predict if there will be an increase in abuse and neglect • WCC is committed to providing a strong adult safeguarding practice • Section 42 of the Care Act (2014) is just one part of the multi-agency partnership and only relates to issues that are of current risk to an identified individual • Assurance processes outside of Section 42 issues need to be addressed <p>SC also noted that in regards to the 'Risks and Mitigation' slide;</p> <ul style="list-style-type: none"> • 'Decision making based on assessment of risk' helps aide planning <p>CSB noted that this will require a significant culture change. SC agreed adding that this is looking at what the person needs even before an enquiry is made. The Large Scale Enquiry process is quite robust but this will need reviewing at some point. SC also noted that whilst it is the Local Authority's responsibility to oversee an enquiry, it is important that the agency responding to the enquiry</p>

Item	Item Details
	<p>must be whoever the adult involved would prefer. CSB suggested that it may be worthwhile running a survey across organisations to understand their culture. SC added that WCC is in the process of putting something together but that it is still in the building process, this will help to identify gaps. A regional approach is trying to be adopted and there has been input from the CCGs. It looks as if most Local Authorities in the region are going to sign up with Staffordshire and Stoke being possible exceptions.</p>
<p>11</p>	<p>Making Safeguarding Personal Update</p> <p>SC stated that WCC signed up to the initiative in July 2014 and the pilot had worked quite well. As Making Safeguarding Personal (MSP) is threaded through the Care Act (2014) it must be considered at every stage and the best method of measuring this is currently being looked at. She noted that practitioners are wary of writing down the desired outcome as there needs to be clear guidance as to whose interpretation of the desired outcome is required.</p> <p>JS noted that this work was a huge step forward and was really encouraging and exciting, KM added that it will be important to ensure that learning is filtered into the report to Board and suggested a possible scoring matrix. SC noted that desired outcomes will be categorised against the examples given in the MSP Guide for reporting and data analysis:</p> <ul style="list-style-type: none"> • to be and to feel safer • to maintain a key relationship • to get new friends • to have help to recover • to have access to justice or an apology, or to know that disciplinary or other action has been taken • to know that this won't happen to anyone else • to maintain control over the situation • to be involved in making decisions • to have exercised choice • to be able to protect self in the future • to know where to get help. • Other <p>It was requested that a copy of the guidance in the Board papers pack be sent out separately to members.</p>
<p>12</p>	<p>Joint working WSCB/SAB forward planning</p> <p>KM noted that more joint working is required with WSCB. She has already had one meeting with the Chair of the Board and another is planned in order to pull out the shared priorities which can be taken forward into next year whilst also bringing in a Community Safety element. This will be picked up at the Strategy meeting on 7 May 2015.</p>

Item	Item Details
13	<p>Any Other Business</p> <p>Alexandra Hospital – LM</p> <p>LM noted that there had been four ED consultants resign from the Alexandra Hospital on the 13 February 2015 but that notice periods are still being negotiated in order to try to stagger leaving dates. The posts have been advertised nationally and an executive led Task and Finish group, who are working through a Risk Assessment, is meeting weekly. Neighbouring Trusts have been contacted in regards to support and they have been very helpful with one appointment being made to the Worcester site. Nobody has left as of yet and there are no safeguarding issues to report but LM will keep the Board updated.</p> <p>CSB asked LM to comment on the allegation of bullying by nurses but LM declined to comment as this was outside of the remit of the report and she did not feel it was a safeguarding issue.</p> <p>JS stated that she felt that the quality of care in A&E departments is disturbing. It was noted that the CCGs are monitoring and give assurance that it is being looked at.</p> <p>Savile Reports – SB</p> <p>SB enquired as to whether the Board would look at the Savile Reports. KM agreed that these should be looked at along with the Rotherham Reports. PW stated that on other boards this sat under the Case Review Subgroup but it was agreed that WSAB felt that it should be reviewed at Board level and that this is to be added to June's agenda.</p> <p>SE noted that there would be cross cutting issues with the WSCB that would need to be discussed with their Chair.</p>
14	<p>Forward Plan for WSAB - Chair</p> <p>The forward plan of meetings for 2015 and agenda items so far was noted.</p>

Action Log

ITEM	ACTION	ALLOCATED TO	TARGET DATE
1	Give updates in regards to MASH integration progress as part of matters arising in the future.	SC	Ongoing
2	Members consult on DASM role within their agencies and feedback a nominated DASM to SJ.	All	1 April
3	Send out DASM role guidance as it is issued	SJ	Ongoing
4	Send any DASM guidance to PW and SJ to share amongst the Board.	All	Ongoing
5	Inform JG of the £5,000 budget to complete objective 3.	SJ	7 April
6	Send any comments re the report on objective 7 directly to LM as she would welcome feedback.	All	30 April
9	Send out a copy of the interim Board Manager job description to all Board members.	SC	1 April
10	Discuss the membership of the CR Subgroup.	PW & RH	1 April
11	A localised version of the West Midlands Regional Information Sharing Agreement is to be shared with partners before it is signed.	PW	1 May
12	Send out Performance Framework papers to the members .	SJ	20 March
13	Wording around multi agency training in the Performance Framework documentation.	PW	1 April
14	Quarterly report is to be produced for each board meeting based on the papers that are submitted by members.	All	Each quarter
15	Produce a quarterly report template to be agreed and signed off at the May Strategy meeting.	PW / SJ	7 May
16	Update risk values of items 7 & 10 on the risk register.	SJ	1 April
17	Send out a copy if the guidance around Making Safeguarding Personal to members.	SJ	10 April
18	SC to look at the possibility of a scoring matrix for Making Safeguarding Personal.	SC	1 June
19	Add the Savile and Rotherham Reports to June's agenda.	SJ	15 June
20	Discuss cross cutting issues of the Savile and Rotherham Reports with the WSCB chair.	KM	15 June