



Thursday 29th March 2018
10:00 – 13:00

Venue: The Willison Room, Hindlip Hall

Derek Benson
 Independent Chair Safeguarding Adults Board

Minutes

1	Welcome and apologies for absence		
STANDING ITEMS			
2	Housing Strategic Partnership (Worcester City Council) 02 Changes to the Housing Act and their potential implications to Safeguarding – Homelessness Reduction Act (HRA) 02a PPT Presentation on the HRA Item withdrawn due to illness of presenter. Report to be presented at June board – it was noted that it will be helpful to have the report presented before the new legislation comes into force.		
3	Minutes and action log Chair 03 WSAB minutes Amend spelling of member's first name ACTION RWa Minutes agreed by members 03a WSAB action log – see below		
	7	Ask if it is possible for CQC to share their competencies (re: mental capacity) with the Board	SS CQC advised (7.3.18) that they were not willing to share their competencies
	ACTION RWa Draft a letter to CQC from the Chair – how can we move forwards? (the name of the local CQC inspector lead was noted)		
	11	CCG will liaise with Local authority HACT, WHAT residential & care homes to provide guidance on what to report, to whom & when (around pressure injuries) and provide an update at March Board	LL This is part of the on-going work being undertaken through PQA group as well as continued work being undertaken with Nursing Homes, the Acute trust and

				WHCT by the CCGs which again is linking in to the PQA Group work-stream through JN, CCG Adult Safeguarding Lead. As discussed at the Chairs and Sponsors Meeting on 6.03.2018, it was agreed that the PQA Group would incorporate the work around the NICE Guidance, report to WSAB in June with an expectation that relevant partners would provide assurance regarding the adaptation of the guidance into their organisations' policy and procedure.' Action closed.
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ACTION LL Revisit at June Board

13	In CQC data (MC Slide 9) break down of number from MH Community NHS and independent services. Separate from private and NHS.	SS	BB has discussed with SS – they will break down the data & report quarterly from next year (2019)
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4	<p>Chair's Report - verbal</p> <ul style="list-style-type: none"> • Has met with some Board members to clarify their roles & passed on his thanks – this has been very useful • Chair briefly updated Board members about a recent article in the Worcester News (selectively quoting a comment made by the Chair as part of a wider discussion in a private meeting between the Board Chair, Board Manager & Healthwatch) • A visitor noted that a brief outline of the article would have provided context • Progress on the procurement of the Joint Adult/Children's Board Website was discussed– Chair proposed convening a meeting with all involved parties to take this forwards in light of the update from CCG. ACTION RW • The Board Manager explained that our Carer Representative is stepping down as a Board member. Thanks & appreciation was given on behalf of all Board members for the hard work that has been contributed. The Chair and other Board members also voiced their thanks & support & wished her well for the future.
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5	<p>WSAB Manager's Report</p> <p>Board Manager Report circulated prior to meeting.</p>
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6	<p>County Lines</p> <p>West Mercia Police The Home Office document (2017) provides extra information (appendix to report) Operation Blade – working with Partners (housing/ social care/ health) to identify, support and safeguard vulnerable people. A member asked if what kinds of people are being targeted. It was noted - groups such as drug users & people with mental health/ alcohol problems.</p> <p>A County Lines profile is being produced & will be shared with the Board when ready.</p>
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	<p>ACTION WMP (ES)</p> <p>It was noted that media coverage of this issue has been very good</p> <p>Chair noted that a joint conference was held on this subject last year by Hampshire Safeguarding Children's Board and three other LSCBs (Portsmouth, Southampton and IoW)</p> <p>ES noted that on 13/4/18 an event is being held at Worcester racecourse about organised crime (patterns of distribution) Details of this event will be shared with partners after the meeting – ACTION RW</p>
<p>7</p>	<p>GDPR - Data Protection Act 2018 WCC - BS (verbal) Will update the data protection act in 2018</p> <p>There was discussion around whether the safeguarding board is a 'data controller' RWa noted that the Board is currently registered with ICO.</p> <p>The Board's link with partners is very important in terms of sharing data – consider whether agencies the Board shares data with are GDPR compliant.</p> <p>There was discussion around retention of Board documents & noted that where there is no legal rule – keep for a sensible period of time – as long as necessary, with reasons. It was noted that the time limit on retention of documents is 8 years for WCC social care (follows NHS procedure) The Board will need to make its own decision as to how long to retain data for. There may be different retention periods for different documents, eg. SAR reports & the documents submitted as part of the process.</p> <p>A member asked what would be a sensible period of time for smaller partner agencies (voluntary agencies) to keep data. A member noted that 6 years is the statute of limitations for civil action to be taken.</p> <p>There was discussion around agencies sharing information with other agencies (with many potential recipients, Eg. sending printing to a 3rd party who will then 'mail' out to recipients) It was noted that 'the agency' should seek assurance from the other agency that they are GDPR compliant.</p> <p>The process of checking on compliance will provide an audit trail.</p> <p>A member noted that GDPR includes all kinds of data – including written data</p> <p>A member noted that as a commissioned service they will be contacting WCC to ask for a recommendation on how long their data should be retained.</p> <p>The Chair clarified that the Board can contact BS (WCC) for support</p>
<p>8</p>	<p>Sub Group Quarterly Update RWa</p> <p>The Chair explained that Subgroup Chairs will now be attending Board meetings as members.</p> <p>08 C & S Summary Report SH proposed a more slim line process for new policy approvals – to be implemented. ACTION SH</p> <p>RWh noted that in the past significant large policies went through partner agencies' governance process. The Chair noted that he will oversee this process. ACTION RWa Arrange a meeting between Chair/SH/RWa at the end of April to discuss.</p> <p>There is a need to publishing word versions of some documents on the website (those that require data to be entered)</p>

	<p>08a Subgroup Quarterly Reports February 2018</p> <p>08b PMF report Initial data from CQC – to be broken down to reflect individual agencies in future.</p> <p>It was noted that this data is used to measure progress against the Board's business objectives.</p>
TEA BREAK 11:20-11:30	
9	<p>Budget Update RWa</p> <p>09 WSAB Budget Summary Report Funding levels agreed Budget underspend was noted – some additional expenses for the future will be, salary for admin post/ increased salary for Business Development Manager once role regraded. Honorarium for Reference group chair and additional workshop sessions following on from the Learning Event.</p> <p>SARs – it was suggested that partner agencies hold an amount in reserve to allow for variance in the number of SARs carried out. ACTION RW draft a letter to agencies requesting that they propose a figure to hold in reserve (RWa to liaise with WCC Finance officer)</p> <p>09a WSAB P11 17-18 for March Board</p>
10	<p>Risk Register/Business Objectives Chair</p>
11	<p>Board Structure Chair</p>
12	<p>Assurance Framework BB</p> <p>There was discussion around partner agencies' submissions for the assurance framework. It was noted that Solihull & Walsall have an overarching Framework (principles document) which could be a useful reference.</p> <p>ACTION BB look at how PMF overlaps/ gives an overview of assurance looking at SAR cases (a member suggested considering MSP/ voice of the child.) Also to share documents from other areas with Board for reference.</p> <p>Other members noted that each provider should have their own Quality Assurance frameworks</p>
13	<p>Learning Event Update/Next Steps BB</p> <p>Proposed that there should be 3 x workshop sessions (am) to repeat the themes from the Learning Event. Thus was agreed by members</p>

ASSURANCE ITEMS

14	<p>Self-Assurance Audit – brief verbal progress update BB</p> <p>A deep dig was undertaken over the last year with a focus on measuring how practice has improved/ been embedded in relation to MSP, Section 42 and MCA. A member noted that they are in discussion with a representative from data analytics who may be able to provide support. It was noted that it is difficult to measure the impact of improvements.</p> <p>Chair noted that section 11 audit (Children's) is changing to 2 yearly completions with an audit in between.</p> <p>RWh noted that the independent sector makes most safeguarding concern reports, therefore suggested that this might be a potential area to seek greater assurance. SC added that data from a safeguarding survey shows a fairly large number of submissions from the independent sector.</p> <p>ACTION BB – investigate the possibility of developing an assurance process which explores how safeguarding training is being embedded within the independent sector</p>
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15	<p>Feedback on Adult Social Care Peer Review SC</p> <p>May 2017 initial review Independent reviewer revisited & reported positive results Condensed peer review team revisited – data & presentations given. The team supported the appointment of a joint Chair for the Adults & Children's Boards but felt it was important to keep the work of the individual Boards separate. The team noted the significant assurance work undertaken and recommended that the refreshed oversight and focus of adult safeguarding work is maintained.</p>
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BUSINESS ITEMS

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DISCUSSION ITEMS

	Any Other Business and urgent items
16	<p>Upcoming dates for WSAB RWa</p>

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	ACTION LOG	ALLOCATE D TO	TARGET DATE	RAG
1	(03 WSAB minutes 15.1.18) Amend spelling of member's first name	RWa	3/3/18	completed
2	(03a WSAB action log Item 7 Ask if it is possible for CQC to share their competencies (re: mental capacity) with the Board. Response from CQC 7.3.18 they are not willing to share their competencies) Draft a letter to CQC from the Chair – how can we move forwards? (the name of the local CQC inspector lead was noted)	RWa	30/4/18	
3	(03a WSAB action log Item 11 – verbal update on current guidance for pressure injuries) Revisit at June Board	LL	June Board	
4	(Chairs report – progress on procurement of joint Children's/Adults website) Convene a meeting with all involved parties to take this forwards (in light of the update from CCG)	RWa	13/4/18	
5	(Item 6 County Lines) Share 'County Lines' profile with the Board when complete	WMP (ES)	June Board	
6	(Item 6 County Lines) Share details of WMP event being held at Worcester racecourse on 13/4/18 around organised crime (patterns of distribution)	RWa	3/4/18	completed
7	(Item 8 Subgroup Quarterly update) Revise 'Policy Approval Process'	SH	June Board	
8	(Item 8 Subgroup Quarterly update) Arrange a meeting between RWa/SH & Board Chair to discuss 'significant' policy approval through partner agencies' governance process	RWa	13/4/18	completed
9	(Item 9 Budget update) Draft a letter to partner agencies requesting that they propose a figure to hold in reserve to allow for variance in the number of SARs carries out	RWa	30/4/18	
10	(Item 12 Assurance Framework) Look at how PMF overlaps/ gives an overview of assurance looking at SAR cases (a member suggested considering MSP/ voice of the child.) Also to share documents from other areas with Board for reference.	BB	June Board	
11	(Item 14 Self-Assurance Audit) Investigate the possibility of developing an assurance process which explores how safeguarding training is being embedded within the independent sector	BB	June Board	

**Date of next meeting:
Wednesday 20th June 2018, The Study – Hindlip Hall, 10:00am – 1:00pm**