



Thursday 20th September 2018
10:00 – 13:00

Venue: The Willison Room, Hindlip Hall

Independent Chair Safeguarding Adults Board - Derek Benson

MINUTES	
1	<p>Welcome and apologies for absence Apologies were noted. Welcome to all – introduction to new Board Administrator. It was noted that role of Advocacy presentation would take place later due to arrival time of guests.</p>
STANDING ITEMS	
2	<p>Role of Advocacy in Safeguarding Presentation Onside Advocacy – SH arrived at 11.45am, due to time constraints this presentation will be carried forward to December Board meeting. Speakeasy NOW and Our Way Arrived at 11.20am - Joint presentation</p> <p>Questions following presentation :</p> <p>NW asked if the presenters had received any training regarding Universal Credit. GG confirmed that some training had been given by the DWP but that the materials weren't always adapted to be accessible for people with a learning disability (i.e easy read versions).</p> <p>RL – Asked how do people find out about the advocacy services? GG – This can be via the Your Life Your Choice website, Connect Service and word of mouth.</p> <p>BB – From a safeguarding point of view, what support was provided to the scamming victim from presentation? GG – Advised that this was an historical case where multiple scamming incidents of scamming had taken place. Support was given by Speakeasy advocacy; her financial institution and the local Policing team. SWilk – Noted that advice is available to victims of repeat victimisation/scamming and that they should contact the local Police</p> <p>GG – Noted that local communities can be a source of support.</p>

SC – Noted that the new model of social care (3 conversations) aims to connect people with locally available support services.

RL - Noted that the Connect Service is funded by Public Health.
 ACTION : RL to make contact with GG to discuss if there are opportunities for further support.

GG – Clarified that their services are available to everyone at their point of need.

Onside presentation carried over to next Board meeting (December 2018).

Minutes and action log
 03a WSAB minutes 20.6.18
 The following amendment was noted:

- Agenda item 4, Chair's report – wording to be changed from 'are being prosecuted' to 'are subject to legal challenge'

03b WSAB action log 20.6.18

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5	Provide details about 'jigsaw' alert system in use by WCC for distribution to Board members
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NW – advised that the Jigsaw alert system is planned to go live 1st Oct 2018 and she will update at next Board meeting.

16	Raise the issue of GDPR compliance for SABs at next ADASS meeting
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AW (not present) to update on the above action.

Chair's Report - verbal

National Chairs meeting – held last week in London. Coercive & controlling behaviour continues to be an area of concern where it does not apply to a 'domestic abuse' situation. The deadline for changes to legislation in this area has now passed with no changes having been made.

A short discussion took place as to who qualifies as a 'family member' (in relation to SARs) for the purposes of sharing information & contributing to the SAR report.
 Action RW – The definition of 'family member' to be clarified put on next CR subgroup agenda.

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National SAR's library is in the process of being updated with WSAB's latest information.

MSP – Series of workshops in 2019 run through ADASS (Association of Directors of Adult Social Services)

Continuing impact of austerity was noted - more cuts to services and the impact of the universal credit system. Further LGA workshops will take place around November with an emphasis on section 42 decision making.

Several SAB's have experienced legal challenge around access to SARs information concerning who is defined as being a 'family' member.

MN asked if there is an Ombudsman.

	<p>SC confirmed yes, but people are encouraged to contact the Board to resolve issues in the first instance.</p> <p>Chair – Noted an excellent presentation by DH from Research in Practice on the issue of transition (child to adult).</p> <p>SC – Noted the value of joint governance across both Childrens and Adults board SH – Noted that training sessions are taking place around the 'blaming language' which is currently being used.</p> <p>Chair - Aware of the challenges between both.</p>
5	<p>WSAB Manager's Report was presented</p> <p>MH – Gave brief update of the Voluntary sector task and finish group meeting, which included :</p> <ul style="list-style-type: none"> • Challenges with the portal • Training need of language – possible workshops for criteria – what it means in practice. • Pathways – what happens if? – Where do they go next <p>EF – Noted that the professional judgement guidance could be relaunched. Action RWa for COMMS Subgroup RWa</p> <p>BB - Updated on GDPR to include WSCB - Information sharing agreement. MH – Asked if the agreement is strong enough. Chair – Noted there is no case law as yet and variable 'expert advice'</p> <p>RWa - Circulated hard copies of the Confidentiality Statement to view in the meeting. Action BB – align WSAB & WSCB information sharing agreements</p>
6	<p>Subgroup Chairs presented their Quarterly Reports 2018</p> <ul style="list-style-type: none"> • 06a Case Review <p>SC – Gave an overview to outline the busy period which is currently being experienced, with managing 12 cases, which has resulted in 3 case review meetings during August. There is more clarity on action plans SAAP & MAAP.</p> <p>2 SAR's have been delayed and may require an additional Board Meeting for their presentation at a later date. One case is almost complete but was not ready for this board meeting. Another case has an ongoing police investigation. SAAP will go ahead for both, but MAAP will need to wait.</p> <p>Work is ongoing to align the SAR/LeDeR processes so that communication takes place to ensure that both parties are aware of referrals that may overlap & are kept up to date with progress.</p> <p>Action :RCA (Route Cause Analysis) – add to acronyms – Board Admin actioned see below</p> <p>Chair – Gave a brief update on a SAR referral where a bundle of material had recently been submitted to the Case Review subgroup. The material did not change the recommendation that the criteria for a SAR were not met and the Chair supports this. The person who submitted the</p>

	<p>material has been informed and an invitation has been extended to discuss the wider issues of homelessness and to explore the potential to work together in the future.</p> <ul style="list-style-type: none"> • 06b Policy SH – All policies are published. • 06c Performance & Quality Assurance <ul style="list-style-type: none"> ○ 06c (i) Performance Management report BB – Advised that offers of analytical support had been received from Public Health and WODA. Action:P&QA Public Health and WODA to be invited to the next meeting. MSP – issues with the recording. Need a further update from P&QA Chair (was RK, new Chair recently taken over – see note below) – BB will update at next board meeting. SWill – Advised that RK has moved to Shropshire to take on a new job role, not sure at this stage what RK will keep in terms of profile. DCI IW will be joining the board from December. Chair – Noted thanks to RK for all his hard work and will write to him. BB – Noted that Section 42 percentages for Q1 data of the criteria being meet has slightly deteriorated. Chair – Noted the importance of 'What are the numbers telling us', to qualify data levels. ○ 06c (ii) P&QA Survey report All actions completed. The issue of making the distinction between Safeguarding issues and Quality issues was noted as very important. SC noted that there are close working relationships in the WCC safeguarding team – weekly meetings take place. Looking at online safeguarding form - work in progress • 06d Comms First meeting planned for 17th Oct – RW updated on interested parties Chair updated on progress with the joint website – Health/Partnership money has been provided to fund the website. Work is ongoing to accelerate the procurement. There have been delays due to WCC processes. It has been decided that an external provider will provide better value for money, design, functionality and ongoing maintenance. Strong support from Chief Exec to continue with this. ○ 06d (i) Draft Comms subgroup ToR 18.19 v2 Action RWa – reword title wording of item 1 for clarity SJ
7	<p>Learning Development & Practice subgroup presentation (Presented on behalf of SF)</p> <p>Training strategy progressing – Survey Monkey set up but still in consultation, contracts team. Dom Abuse training funded by WCC – Autumn.</p> <p>Hoarding – Met with Fire Service, ongoing – report after Christmas</p> <p>BB - Workshops – difficulty in finding a facilitator for MSP. Annual Learning Event to be around Domestic Abuse will be fully focussed on the issues which people with care and support</p>

	needs face.
8	<p>Budget Update</p> <p>Chair - talked through budget presentation (submitted attachment) Partner funding agencies to choose their preferred option by 12/10. Responses were noted as follows: LL – Invoice reduction AW – Option 2 (via email) SWill – Option 2 MN – wants to ensure money available for reference group SWill – Suggested the Board might be able to make charitable contributions to advocacy groups, such as those that presented today. LL – Same thought process – will speak to finance director on how Chair – Funding bid is a possibility Chair – general feeling Option 2 Chair - emphasised that this is public money and any use must be reasonable</p>
9	<p>Grant Application Process</p> <p>BB – Any application needs to be signed by a chair of reference or subgroup in order to qualify. Fast track approach – COMMS group EF – noted that spending for the COMMS group should be business as usual not grant funding Chair – Full transparency, itinerary on spend BB – sought opinions on whether the Reference group spending would also be considered as business as usual – general agreement yes.</p>
10	<p>Risk Register/Business Objectives</p> <p>Work to complete the revised risk register is ongoing Progress with Board business objectives is satisfactory.</p>
TEA BREAK 12:00 – 12:15	
ASSURANCE ITEMS	
11	<p>Assurance Framework – verbal update</p> <p>BB – Has undertaken an analysis of ours and children's board framework and there are some cross overs West Mids conurbation –the Seven Boards are looking at having a digital platform so that Police only fill in the framework once. It will also then be possible to update this rather than have to constantly re-do. . EF – Health have to input children's, adults differently. NHS England submitted a version.</p> <p>BB – Regional Adults Board – more holistic approach.</p> <p>EF – Different assurances for different agencies. Action EF to share the tool with BB</p>

12	<p>Self-Assurance Audit – brief verbal progress update</p> <p>BB – A scoping has been undertaken of the number of Day centres in the county which are currently unregulated by the council as they do not directly fund places. The numbers appear low enough to manage an audit of the safeguarding policies and processes they have in place.</p>
13	<p>WAHT CQC Inspection Update</p> <p>DN – Talked through the findings. Noted requirement for training around Safeguarding. Staff alignment to competency frameworks. Training compliance, pleased to report trending upwards. Above national average for training in relation to basic prevent awareness, further work is being undertaken in relation to the Workshop to Raise Awareness of Prevent (WRAP).</p> <p>MN – Safeguarding Adult supervision. DN responded that is a different process. CCG has offered financial support. DN may not move to a formal mandate.</p> <p>BB – Questioned if there was any understanding or targeting of training regarding the disproportionate take up between medical staff compared to nursing staff. DN - There is a 'levels required' training handbook –which gives clarity on levels of safeguarding children training (level 3).</p>
14	<p>Serious Organised Crime</p> <p>SWill gave an update & the following points were noted: HMIC inspection – WMP rated as inadequate. They are progressing with the recommendations. SOCJAG (Serious and Organised Crime Joint Agency) Chaired by SWill, meets every 2 months. First meeting – next week 2nd meeting. Operate on 4 P's. Everybody's business. Prevalent in Worcestershire. Operation (North) Beam Operation (South) Scroll. Locality Review took place – just Worcestershire - 16 recommendations made – SWill to bring to board to share. - Not a standing item – as and when required.</p> <p>SWill established that strategic SOCJAG meetings are taking place cuts across both Adults and Children.</p> <p>SWill – Emailed County Lines data to RWa today – to be circulated with the minutes Action administrator Action RWa – to clarify meaning of wording 'Branded drug dealing line' with RK</p>
BUSINESS ITEMS	
15	<p>GDPR</p> <p>Confidentiality and privacy statements were noted CR/LM – LL/JG - FH</p>
16	<p>Rough Sleepers Strategy (link)</p> <p>NW - talked through the strategy & the following points were noted. County wide homelessness strategy. In the process of being audited.</p> <p>NW noted that the strategy suggests that a SCR/SAR should be considered when a homeless person dies.</p>

	<p>The Chair – clarified this point & noted the contents of Paragraph 76 which states that a SAR will be 'conducted when a person who sleeps rough dies or is seriously harmed as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.' These are the current criteria for a SAR & do not constitute a change.</p> <p>The Chair noted that in view of this, the report's recommendation needs to reflect the criteria (para 76) and is therefore not accepted as it currently stands.</p> <p>SC – noted that referrals are assessed against the SAR criteria on a case by case basis. The only homeless death that we have received a referral for is that of CB</p> <p>NW – Learning around how reviews are conducted. NW and SC to meet up to gain some learning, meet the CR subgroup.</p>
DISCUSSION ITEMS	
17	<p>Improving Health and Care through the home: A National Memorandum of Understanding</p> <p>To be considered for adoption by the Board</p> <p>HWBB – have signed up</p> <p>SC – experiences difficulty in knowing who to contact with queries about housing</p> <p>NW – Local Authority are strategic housing lead – they should be 1st contact</p> <p>MN – what actions?</p> <p>NW – Multi agency plan being built</p> <p>SH – Suggested a guide for housing contacts to address the lack of understanding.</p> <p>Action NW – to raise the issue of confusion over contact with the partnership. .</p> <p>General consensus to sign up to the local memorandum of understanding.</p> <p>Action RWa</p>
18	<p>Consultation on NICE guideline on safeguarding adults in care homes</p> <p>BB – asked if Board members felt it would be useful to participate? – the general consensus was yes.</p> <p>Action BB – to coordinate response when full consultation starts</p> <p>RWa – to register the Board as a stakeholder organisation</p>
19	<p>Upcoming dates for WSAB</p> <p>RWa updated on upcoming Learning workshops / Learning event in early 2019</p>
20	<p>Any Other Business and urgent items</p> <p>Please note links to the following documents</p> <p>Safe Lives Insights National Briefing</p> <p>Safe Later Lives: Older people & domestic abuse (Oct 2016)</p> <p>Disabled Survivors Too: Disabled people & domestic abuse (March 2017)</p> <p>Strategic Direction for Sexual Assault and Abuse Services Lifelong care for victims and survivors: 2018 – 2023 (Published April 2018 by NHS England)</p> <p>West Midlands Ambulance Service Annual report 2017/18</p> <p>West Midlands Ambulance Service Safeguarding Annual Report 2017/18</p> <p>MN – Note, to make contact details clear on – example on Safe Lives</p>

DC - Consultation on Probation – CRC's (Community Rehabilitation)
 RWh – there is an upcoming publication around MCA in relation to Flu vaccinations - Board to circulate
 Action Administrator – contact RWh for details of the publication for circulation

**Date of next meeting:
 Thursday 20th December 2018, The Allsop Room – Hindlip Hall
 9:30am – 12:30pm**

ACTION LOG

	ACTION	ALLOCATED TO	TARGET DATE	RAG
1	Agenda item 2 – Role of Advocacy in Safeguarding RL to make contact with GG to discuss if there are opportunities for further support.	RL	20/12/18	
2	Agenda item 3 – Action log (20/6/18 number 5) Provide details about 'jigsaw' alert system in use by WCC for distribution to Board members	NW	20/12/18	
3	Agenda item 3 – Action log (20.6.18 number 6) Distribute 'jigsaw' information to Board members for information	RWa	03/01/19	
4	Agenda item 4 – Chairs report The definition of 'family member' is to be clarified, put on the agenda for the next CR subgroup meeting 6/11/18.	RWa	06/11/18	
5	Agenda item 5 – Managers report For COMMS subgroup agenda – consider relaunch of the Professional judgement guidance.	RWa	10/10/18	
6	Agenda item 5 – Manager report Align WSAB & WSCB Information sharing agreement	BB	20/12/18	
7	Agenda item 6c – Performance Management Report Public Health and WODA to be invited to the next board meeting.	P&QA	30/11/18	
8	Agenda item 06d - Comms Reword title wording of item 1 on Draft Comms subgroup ToR 18.19 v2 for clarity	RWa	completed	
9	Agenda item 11 – Assurance framework EF to share reporting tool with BB	EF	31/10/18	
10	Agenda item 14 – Serious Organised Crime Include County Alliance data with the Board minutes	Administrator	With Board minutes	
11	Agenda item 16 – Rough Sleeper Strategy BB to share details of the other homeless person's death with SC	BB	31/10/18	
12	Agenda item 17 - Improving Health and Care through the home: A National Memorandum of Understanding NW – to raise the issue of confusion over housing contacts with the partnership.	NW	31/10/18	

13	Agenda item 17 - Improving Health and Care through the home: A National Memorandum of Understanding Sign the Board up to the local memorandum	RWa	31/10/18	
14	Agenda item 18 - Consultation on NICE guideline on safeguarding adults in care homes Respond to the full survey when available	BB	As required	
15	Agenda item 18 - Consultation on NICE guideline on safeguarding adults in care homes Register the Board as a stakeholder	RWa	completed	
16	Send Herefordshire SAB – ADASS MSP to BB	SHu	20/12/18	
17	Consider 'hoarding guidance' from the Fire Service.	LD&P subgroup	December Board	
18	Contact RWh for information about the upcoming publication around MCA in relation to Flu vaccinations – for circulation to Board members	Administrator	31/10/18	

GLOSSARY

WSAB	Worcestershire Safeguarding Adults Board
SAB	Safeguarding Adults Board
LSCB	Local Safeguarding Children's Board
ADASS	Association of Directors of Social Services
WHCT	Worcestershire Health & Care NHS Trust
WAHT	Worcestershire Acute Hospitals NHS Trust
NHSE	National Health Service England
CQC	Care Quality Commission
NICE	National Institute for Clinical Excellence
WCC	Worcestershire County Council
WODA	Worcestershire Office of Data Analytics
LA	Local Authority
ATIS	Access, Triage & Intervention Service
CCG	Clinical Commissioning Group
WMP	West Mercia Police
CPS	Crown Prosecution Service
ICO	Information Commissioner's Office

GDPR	General Data Protection Regulation
SAR	Safeguarding Adults Review
LeDeR	Learning from Deaths Review
PMF	Performance Management Framework
MSP	Making Safeguarding Personal
MCA	Mental Capacity Act
DoLS	Deprivation of Liberty Safeguards
P&QA	Performance & Quality Assurance
LD&P	Learning Development & Practice
HRA	Homelessness Reduction Act
MHA	Mental Health Act
RCA	Route Cause Analysis
SAAP	Single Agency Action Plan
MAAP	Multi Agency Action Plan
CHC	Continuing Health Care