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**Thursday 28th March 2019**

**TIME 10:00 – 13:00**

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| Venue: | Willison Room, Hindlip Hall |
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 Derek Benson

Independent Chair Safeguarding Adults Board

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| **AGENDA** |
| **Confidentiality Statement**Information shared by agency representatives within the remit of this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the partners and the consent of the Chair of the meeting. Information will be shared on a 'need to know' basis and a clear distinction should be made between fact and opinion. If there is any doubt about its accuracy this should be stated.All agencies should ensure that the minutes of the meeting are treated as confidential material and that they are retained in an appropriately secure manner.By attending this meeting we, as participants, agree to abide by these principles. |
| The Chair welcomed attendees and apologies were noted  |
| **STANDING ITEMS** |
| **2** | **Update on number of Prevent referrals**PK gave an overview of the report and the following highlights were noted: Prevent* Counter Terrorism Local Profile(CTLP) & Action plan for Prevent were refreshed in May 2018 to incorporate the actions from the 2018 CTLP.
* The Prevent Strategy Group (PSG) have had more of an opportunity to contribute to the 2019 CTLP & will now be refreshing their Action Plan based on the recommendations.

ChannelParsons Green report not officially released yet but some recommendations have already been adopted – eg, who should attend meetings & what their contribution should be. Mental Health will have more involvement. NumbersReferrals are appropriate (not filtered in any way). A small number are 'deconflicted' (eg dealt with in another way or deemed malicious etc.) 14 referrals (in 12 month period Feb18 – Jan19) indicated that the person had mental health, Learning Difficulties, ADHD or Autism Spectrum disorders (this could potentially be higher as the full picture of an individual may not be known).The following comments were made:EF asked how the training trajectory going?PK - Training is mandatory. In the early stages - Workshop to Raise the Awareness of Prevent (WRAP) training was carried out. Throughout 2017 a new strategy was brought in – online materials accompanied by a Questionnaire. WCC adult services have done very well – many thanks to SC's hard work. Public health 100% completion Children's services are not as far forwards. MHills DC & Wychavon DC utilise all of the Prevent/Channel materialsHealth have their own training which is comprehensiveProbation – very good level of completionThe PSG are satisfied that partners are delivering training but they are unsure whether it is frontline staff that are being trained due to the way in which the numbers are reported to themCC asked if there is anything to mitigate the difficulty in getting referrals for assessments for Learning Disabilities actioned. PK - nothing currentlyRWh – noted that the standard WRAP elearning is free & offered to share the link. Could the Board include it on their website? EF noted that this has already been suggested & will be included.NW asked about training for the voluntary sector - PK has spoken with Worcestershire Voices about this. BB added that it will be raised at the Voluntary Task & Finish group next week. ACTION BBACTION PK to send the 'Prevent for practitioner document, and advice' to BB  |
| **3** | EW gave a short verbal Presentation on West Mercia Police's Integrated Victim Management team (IVM). The following was noted:* Work is based on a victim model, dealing with adults who are high end victims of crime & who therefore place a high demand on agencies & need longer term support.
* There are 4 officers who are dealing with a cohort of 32 individuals. A spreadsheet flags up those who have had 3 or more offences committed against them.
* The team engage with all partners, a professionals meeting is held. A needs assessment and a risk management plan are completed.
* A joint visit may be made with another agency who are visiting the person regularly.
* The team has been set up for about a year now & they are beginning to see a difference in reported crimes, people are being helped to engage more with agencies who can offer them support. They are making contacts with lots of organisations and can carry out intensive swift interventions if required.

 ACTION all – anyone interested in linking in with the IVM team please contact EWMN – would a person calling the 101 number be put through to the right person? Hopefully yes. DS LD is the lead officer. ACTION BB – will invite EW to the next Vol T&F group (October) to get a feel for the issues raised.  |
| **4** | **LeDeR annual report 10;40**RS gave a brief overview of the first annual report on the work of the 'Learning Disabilities Mortality Review (LeDeR) Programme (Worcestershire)' The following was noted:* LeDeR doesn’t have a statutory basis & therefore relies on the cooperation of partners. Broadly speaking, performance in Worcs is in line with the rest of the Country & the West Midlands.
* Work has taken place to aligning LeDeR with other processes, eg. linking with NHS recording processes. The West Midlands region recognises that the local partnership is strong.
* The programme is beginning to get a feel for themes, premature deaths in particular.

The Chair asked if there are any concerns. RS – 10 reviews have been completed so far which have made recommendations to improve practice, not necessarily anything that would have helped prevent the death itself. * Many people with Learning Disabilities live in 24hr supported care, therefore their support workers are completely responsible for that person, including recognising when the person is ill or needs help. That is a current gap – the LeDeR process is working to address that. An example is - a steering group decided to use a small pot of money to fund workshops, training & resources to support social care workers to understand the fundamental needs of the people they are supporting.

A member noted that over a third of the deaths relate to respiratory issues – is anything going on to tackle that? – RS this is not unique to Worcs, the group have agreed priority action work groups to develop action plans with stakeholders to influence practice. * RS noted that a conference had identified that aspiration pneumonia is sometimes used as an initial cause of death when it's unclear what the cause of death was.
* Some cases not initially taken on by the coroner for an inquest have subsequently been taken forward for inquest following the completion of a LeDeR review.

AW – noted the good work that has been achieved so far & asked if they are in a position to maintain the pace to catch up with the backlog of reviews. Is support required? RS – there is no lack of expertise or commitment. There has been a difficulty in identifying reviewers, but that is improving & progress with completing reviews should now accelerate.CC asked if the co-produced resources are available to carers? RS – yes, Inclusion North are working with Speakeasy NOW & family carers to facilitate this. A portal is in the process of being created to make resources available. |
| **5** | WSAB minutes 20.12.181 small amendment requested - remove the NHSE attendee from the minutes as they no longer attend. ACTION RW WSAB action log 20.12.18

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| **3** | Send Onside Advocacy case studies (from presentation) to RWa for circulation to members  | SHu |

ACTION RW to follow up

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| **4** | BBr to provide an update on NW's Action from 20/9/18 (carried over from 20/6/18 Board) – to provide details about 'jigsaw' alert system in use by WCC (Information sharing – how they can give partners access to it.) for distribution to Board members. | BBr |

NW - Jigsaw alert system went live 1/10/18 & an email was sent to RWa. ACTION RWa to ask NW to send again. |
| **6** | The Chair gave a verbal report & the following was noted: National Chairs' meeting* National police Chiefs council had planned to come up with something around vulnerability. This is not going to take place now so the Board will continue to work within its existing definition.
* National work is being undertaken to identify a national register of SAR authors.
* MSP – the care & health improvement partnership are producing a piece of work on this issue
* Office of the Public Guardian are raising awareness of the role of the Power of Attorney (POA) during safeguarding enquiries. It was noted that a POA should automatically be considered during the safeguarding process.

AW noted that the Local Authority is currently acting as POA for health & welfare for 3 people and feels that there is an issue. WCC are dealing with it from a social work perspective. It can be very difficult to hear the voice of the person where there are difficult family circumstances.RWh will send info to RW re: 'a challenge in court linked to learning disability' for circulation to Board members. ACTION RWh * National Chairs have been asked if any other Boards have conducted SARs into homeless deaths. ACTION BB to respond.

National survey of Safeguarding Adult Boards (SABs) – The National picture largely reflects Worcestershire's local issues. However, the following was also noted * + some Boards have never commissioned a review
	+ some find it difficult to get senior representatives from agencies to join as members
	+ some are experiencing legal challenges over SAR outcomes
	+ some spend a lot of Board meeting time discussing SARs
* The Chair noted that some discussion had taken place around the possibility of merging the Adult & Children's Board 'back office' functions. A decision has been taken not to proceed with this.
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| **7** | **WSAB Manager's Report**BB gave an overview of the Manager's report & the following was noted: * Any member organisations that are interested in taking part in the new joint website testing process please contact RWa. ACTION all
* Information sharing – WSCB's guidelines will be adopted once amendments have been completed.
* Homeless forum – JM gave an excellent presentation on mental capacity. NW noted that it would be good to include the wider Worcestershire partners in this.
* Learning Event – to take place in November 2019 instead of Jan 2020. Following on from a previous suggestion of a larger conference style event, the Board consider buying in more speakers, using a bigger venue. Members please make any suggestions for themes (relating to recent SARs) to BB. ACTION all

RWh suggested – new DoLS legislation (due 2020)? There is a lot of training being offered but no firm guidance. It was generally felt more appropriate to hold a separate event at a later date to cover this issue.  |
| **TEA BREAK 11:00 – 11:10** |
| **8** | **Sub Group Chairs gave their Quarterly Updates**Case Review **(10 minute update)**EF gave feedback on the work being undertaken. Slides attached.Slide 1 gives numbers of referrals and outcomesSlide 2 gave feedback on achievements of Case Review sub-group.Slide 3 outlined the work in progress.Slide 4 – future developments -One of the questions raised here was what we can do to improve? Slide 5 outlined some suggestions.EF then showed a film clip which could provide an alternative way of getting messages out. A thematic SAR is being recommended for 3 homeless/ Rough sleeper cases - awaiting sign off from Chair. Consideration will then be needed as to how to undertake a thematic SAR. Chair has been in contact with other SAB Chairs in a similar situation. He will share this information. ACTION Chair.NW – understands that there has been a further death in the County which has not as yet been referred for a SAR. It was agreed that it would be pertinent to have sight of this case as it would be appropriate to consider this as part of the thematic review. ACTION Board AdministratorMN asked if the resulting thematic SAR would be published? Whilst we may not publish the full report, a learning brief will be published.EF also gave a brief overview of the work taking place on the **Self-Assurance Audit - Framework** Assurance Framework Task Group met on14th March 2019. The Group will utilise what already exists particularly from Commissioners. For example, in terms of commissioned services.  WSAB to ask are you confident that you manage commissioned services? Identify Multi-agency issues of concerns/ what are the risk factors. Include issues from SARs where we want to make sure that such findings have or are being addressed.In addition, overall approach to board members who are not providing assurance for commissioned services will be proportionate to regulation 12 of the Care Act.  The Group will also include the Prevent requirement. For smaller organisations will explore providing a standard that we (WSAB) expect. Draft approach to be taken to Chairs Meeting and Report in June to Board on Assurance Framework.Policy It has been proposed that the Policy subgroup should cease to operate in its current form as all of the major pieces of work have been completed. Ongoing work will move over to the Comms subgroup, including:* Policy reviews – to be tabled bi-annually on Comms subgroup agenda. In line with previous practice, a Task & Finish group will be formed to carry out policy review/development work in a timely manner
* Consideration of feedback from SARs and other board business.

The Board Chair formally accepted this proposal & thanked SH for all of her hard work and achievements in her role as subgroup Chair. SH thanked all of the subgroup and wider members that have supported her in her work. Performance & Quality AssuranceBB formally noted that SH will now be taking over as Chair and EW as Vice Chair. A brief overview of the report was given & the following noted:* S42 conversions – a member asked if there is any explanation for the differences nationally. AW noted that this is currently unclear but could be due to differences in interpretation of the Care Act Criteria. WCC are talking to other Local Authorities about their experiences.
* Risk reducing – national picture can be considered in various different ways AW noted that this is related to S42 conversions

WODA are able to support the board with data analysis – SH & BB have met with them & work is ongoing.Ongoing issues with the Police's 'Athena' system were noted. SW responded that staff are now more used to the system, there are still problems with the 'citric' link with Athena. A significant program of work is being undertaken with Athena & the system is better than it was. There is still work to do to upskill the people who are inputting information into the system. West Mercia joined as a consortium – they cannot perform standalone changes. [Other organisations have subsequently purchased the system individually & are therefore able to make their own changes] AW noted that the Board needs performance data. Appreciating the difficult situation – when might the improvements be completed? Discussion took place around possible solutions & it was recognised that 'whole system' improvements will take some time. LW noted that her role is to produce statistics from a strategic angle & suggested that it would be helpful to know which specific data was required & then a small area could be targeted for improvement. Chair –what data are we looking for? What are the gaps? SH ACTION Identify this & report to ChairBB ACTION – contact Hereford Safeguarding Adults Board to see what kind of information they are receiving.RHh noted that in the past KP (WMP) was going to arrange for several Boards to come together to discuss their requirements. Suggested that this course of action is reconsidered. BB to raise at regional meeting to see if there is an appetite to do this in the West Mercia area. ACTION BB BB gave an overview of the data dashboard. Chair requested consistency in the way that yearly data is presented - either 'year 1' or 2017/18. It was noted that WCC are currently developing a new system of data recording - liquid logic, which should enable more accurate recording of MSP data.  Communications **(10 minute update)**The Chair gave an overview of the work of the subgroup since it reformed in October 2018. The Chair formally noted that the Comms group will now incorporate the work of the Policy subgroup & the ToR have been amended to reflect this. The annual Learning Event will take place in Nov 2019 instead of Jan 2020 to avoid an overlap with the Board Strategy Day preparations. The Chair made a request for suggested themes for the Learning Event, which should be related to a recent SAR theme.The following suggestions were made:* RWh S42 referrals (what is an appropriate one)
* MN – communication, could include the using the new website
* SH – professional judgements document

The following three existing '3 year strategies' are going to be incorporate into one:* Communication
* Engagement
* Prevention

ACTION DB to facilitate this work as Chair of Comms group.Learning, Development & PracticeIn SF's absence, SWilk explained that the LD&P quarterly report had not been fully updated due to time constraints & a visit from Ofsted. The subgroup's Business Objectives were discussed & agreed at their meeting on 20/3/19.  **SJ** |
| **9** | **WSAB Budget** The Chair asked for an additional paper to be distributed – 'item 9c' which shows the latest figures reported by WCC's accountant. It was noted that the surplus budget appears to have increased and it is unclear whether refunds to funding partners that were requested have been actioned. In addition, some additional spending on SARs has yet to be allocated. The Chair reassured members that he would be meeting with the accountant to clarify the situation ahead of year end reporting at the next Board meeting. AW noted that she would be happy to join a meeting with the accountant. RWh noted that this is public money & asked for his disappointment with the situation to be recorded. 12.25pm RWh and AW left the meeting |
| **10** | BB noted that no Grant applications have been received this quarter. |
| **11** | **Risk Register/Business Objectives** The 2019/20 Board objectives were agreed by Board members, as follows:1. *Ensure that there is an effective pathway for addressing and preventing safeguarding concerns (*MSP/MCA/LeDer, raising concerns and Section 42 enquiries)
2. *The development of Joint working with* the Children's Board – Family Approach
3. *Addressing the risks of exploitation amongst adults with care and support needs*

The Comms, LDP and CR subgroups have identified actions that will be undertaken to support these and have formally adopted them with their subgroup members. P&QA are yet to formally adopt theirs (P&QA subgroup meeting takes place 4/4/19).The Board support these action plans, subject to approval by P&QA.ACTION Subgroup chairs to complete the Business Objective template for 2019/20.The Chair noted that he is also chairing the 'get safe' group & will be aiming to align the needs of adults and children.  |
| **ASSURANCE ITEMS** |
| **12** | **Assurance actions: day centres** BB gave a brief overview of the background to the report - following a presentation given by a carer at a previous Board meeting, the P&QA subgroup did a small audit around how independent charitable organisations are quality checked and monitored to ensure good safeguarding procedures are in place.12.28 SWill left the meeting.In terms of micro providers, there were 6 known to the Local Authority, one of whom the contact details were no longer available & could not be found on further investigation. The remaining five were sent a questionnaire. A further organisation was in the process of dissolving their services and another sent no response despite a second letter being sent. Of the remaining three providers, all confirmed and provided sufficient evidence that they had Safeguarding and complaints procedures in place that were all readily available to people using their services. All but one had restraint policies in place, the other had a demographic that didn't require restraint. BB recommended forwarding the results to the carers' reference group. ACTION BB MN – asked about monitoring of lunch clubs – it was noted that those recommended by a larger organisation would have been through quality checks. The Chair acknowledged that there are limitations to what the Board can reasonable achieve. ACTION Comms subgroup consider creating a list of things that people could consider when choosing a provider (consumer advice) & guidance for anyone setting up a service (possibly link in with work already going in with Worcestershire Association of Carers)  |
| **13** | Voluntary Sector Task and Finish Group – BB gave a short update (MH not present)Attendance is now wider that the voluntary sector – also includes District Councils. Attendees were glad to have guidance on early interventions and pathways, including details of the 3 conversation model, for people who don’t meet the criteria. At the last meeting it was requested that the task and finish group is dissolved and a formal network is established that met bi-annually. This would be facilitated by the Board Secretariat. The three conversation team have agreed to support these meetings. **Board agreed to support this request.** |
| **14** | **WCC update on WMAS missed safeguarding referrals** AW reported that WCC are satisfied that the cases they put through have been dealt with satisfactorily. It was noted that regional work is under way to look into identify the number of inappropriate referrals  |
| **15** | **Reference Group for People with Lived Experience** BB gave a brief update in SH's absence. Work is ongoing to link in with existing established networks of people who are interested in joining (not workers at the organisations). Initially they had hoped to start in September but due to procurement processes the bid was not approved until late November. As a consequence the project plan is slightly behind schedule due to the Christmas holiday break, which meant they could not make as much traction into the groups as they would have been able to had they started in September.  |
| **16** | **Self-Assurance Audit - Framework** Covered by EF along with Case Review subgroup report - item 8  |
|  **BUSINESS ITEMS** |
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|  **DISCUSSION ITEMS** |
| **17** | **Upcoming dates for WSAB were noted** |
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| **Date of next meeting:**Monday 24th June 2019 10a.m – 1.00p.m Willison Room, Hindlip Hall |

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| **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 |
| WRAP | Workshop to Raise Awareness of Prevent |

Action log WSAB 28/3/19

|  | **ACTION**  | **ALLOCATED TO** | **TARGET DATE** | **RAG** |
| --- | --- | --- | --- | --- |
| **1** | Raise the issue of WRAP/Prevent training for the voluntary sector at the next Voluntary Task & Finish group meeting | BB | 24/5/19 |  |
| **2** | Send the 'Prevent for practitioner document, and advice' to BB | PK | 24/5/19 |  |
| **3** | Anyone interested in linking in with the Integrated Victim Management team please contact EW | All | asap |  |
| **4** | Invite EW to the October Vol T&F group to get a feel for the issues raised.  | BB | 24/5/19 |  |
| **5** | Remove the NHSE attendee from the minutes as they no longer attend | RWa | competed |  |
| **6** | Send Onside Advocacy case studies (from presentation) to RWa for circulation to members | SHu | 10/5/19 |  |
| **7** | Contact NW to request she resend information about 'jigsaw' alert system in use by WCC (Information sharing – how they can give partners access to it.) for distribution to Board members. | RW | completed |  |
| **8** | Share the link to the free WRAP elearning.  | RWh | completed |  |
| **9** | RWh will send info to RW re: 'a challenge in court linked to learning disability' for circulation to Board members. | RWh | completed |  |
| **10** | Contact the National Chairs to report on the number of SARs carried out into homeless deaths | BB | completed |  |
| **11** | Any member organisations that are interested in taking part in the new joint website testing process please contact RWa. | All | asap |  |
| **12** | Members please make any suggestions for themes (relating to recent SARs) to BB | All | 24/5/19 |  |
| **13** | Share information from other Board Chairs on methodology for thematic SARs | Chair | 24/5/19 |  |
| **14** | Request information from NW on the further 'rough sleeper' death reported in the County  | Board Administrator | completed |  |
| **15** | Identify the kind of data required & what the gaps are around reporting of data to P&QA | SH | 24/5/19 |  |
| **16** | Contact Hereford Safeguarding Adults Board to see what kind of information they are receiving. | BB | 24/5/19 |  |
| **17** | Forward the results of the Day Centres audit to the carers' reference group | BB | 10/5/19 |  |
| **18** | Consider creating a list of things that people could consider when choosing a support provider (consumer advice) & guidance for anyone setting up a service (possibly link in with work already going in with Worcestershire Association of Carers) | Comms subgroup | On agenda for 3/7/19 |  |
| **19** | Board administrator to contact NW to seek information on further rough sleeper death in order to consider including it in the planned thematic review of 3 other deaths. | Board Administrator | completed |  |
| **20** | BB to raise at regional meeting to see if there is an appetite in the West Mercia area to bring several SABs together to discuss their data requirements. (previous suggestion made by Supt KP) | BB | Next regional meeting |  |
| **21** | Three existing policies to be incorporated into one:* Communication Strategy
* Engagement Strategy
* Prevention Strategy
 | Chair | 24/5/19 |  |
| **22** | Subgroup chairs to complete the Business Objective template for 2019/20. | Subgroup Chairs | 26/4/19 |  |