



Meeting	Warwickshire Safeguarding Adults Board
Date	Thursday 11 th May 2017 – 2.00pm
Present	<p>Mike Taylor (Independent Chair) Jo Ferguson (Minute taker) Alison Walshe (South Warwickshire Clinical Commissioning Group) Andy Nolan (Warwickshire and West Mercia Police) Chris Evans (Coventry and Warwickshire Partnership NHS Trust) Christine Whitehead (Warwickshire County Council) Edward Williams (Warwickshire County Council) Elizabeth Kiernan (Universal Hospital Coventry and Warwickshire) Helen Lancaster (South Warwickshire Foundation Trust) John Dixon (Warwickshire County Council) Kirstin Clarke (Warwickshire County Council) Kirsty Baker (National Probation Service) Michelle Norton (George Elliott Hospital) Mike Wood (Warwickshire County Council) Nick Cadd (Stratford District Council) Rebecca Bartholomew (Warwickshire North Clinical Commissioning Group) Tracy Redgate (South Warwickshire Clinical Commissioning Group)</p>
Apologies	<p>Amrita Sharma (Warwickshire Safeguarding Adults Board) Alison Hallworth (Warwickshire County Council) Bruce Nichol (Fire & Rescue) Chris Lewington (Warwickshire County Council) Glynis Washington (Coventry and Rugby Clinical Commissioning Group) Gordana Djuric (Warwickshire County Council) Jackie Howe (Care Quality Commission) Jenny Butlin-Moran (Warwickshire County Council) Lisa Cummins (Coventry and Warwickshire Partnership NHS Trust) Sallie Green (South Warwickshire Foundation Trust)</p>

Item	Discussion	Action Required <i>(if any)</i>	Owner
1.	<p>Welcome & Introductions</p> <p>Mike Taylor, Chair of the Board welcomed everyone to the meeting. He gave a brief update on Amrita Sharma's (WSAB Business Manager) health. Acknowledgements made on the change of minute taker from Warwickshire County Council Democratic Services Jo Ferguson (Warwickshire Safeguarding Adults Board</p>		



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>Business Development Officer). It was highlighted that this week is Mental Health Awareness week and next week is Dementia Awareness Week.</p> <p>The Board was updated with regard to Political representative, which was formally Josie Compton. John Dixon confirmed there will be a full Council on 23rd May to decide the Lead Member appointment. Mike Taylor advised the Board he has offered his help in the new Members' induction.</p>		
<p>2.</p>	<p>Minutes of the last Meeting & Matters Arising</p> <p>The minutes from the previous meeting were agreed as an accurate record.</p>		
<p>3.</p>	<p>Chair's Announcements</p> <p>The Chair explained there has been more work on the collaboration, alignment and integration of the two boards (Safeguarding Children's and Safeguarding Adults'). It has been agreed to establish a shared Governance group for the two boards and consider the commissioning of reviews of serious cases.</p> <p>The Chair commended the recent training events for which Amrita Sharma helped organise and run. These were; the Safeguarding Adults event hosted by Warwickshire Older People's Forum (WOPF) and Age UK Warwickshire, and the regional Making Safeguarding Personal event held in Birmingham. These were both very successful, with a high turn-out of staff and volunteers, with very positive feedback from both.</p> <p>The Chair announced that the contracts have been extended for himself and the Chair of the Warwickshire Safeguarding Children's Board, David Peplow; lead agencies have confirmed this up until 30th September. There will then be a recruitment process for new Board Chairs for both Children and Adults. There is no proposal to align the Boards but a Joint Chair could well be under consideration. Lead agencies will</p>		



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>define the roles and recruitment. Updates will be provided when received.</p> <p>The Chair announced that he had taken part in Peer Review of Health and Wellbeing, which he found to be an insightful and positive experience. John Dixon confirmed that the final report is due in the upcoming weeks.</p>	<p>Copy of report to be sent to members of the Board for reference.</p>	<p>MT/JF/AS</p>
<p>4.</p>	<p>Demonstration of new WSAB website</p> <p>The Board were introduced to Jo Ferguson, the newly appointed Warwickshire Safeguarding Adults Board Business Development Officer, who conducted a presentation and slideshow of the new Warwickshire Safeguarding Boards website which was launched on 25th April 2017.</p> <p>Jo began with a brief introduction to herself, and the role she has undertaken with the website's launch.</p> <p>On the presentational slides, she explained the key messages the Board wanted to achieve with the website, and the role of Board members to assist with promoting the website.</p> <p>Jo presented the key features of the website, its layout and navigation, the accessibility controls, the news stories, and the Case Studies section.</p> <p>Jo encouraged members of the Warwickshire Safeguarding Adults Board to provide feedback using the feedback form, highlighting that the website cannot be improved without their valuable input.</p> <p>Jo explained that a 'soft launch' will be conducted in the first instance. Once the Children's Board has completed its webpages, then a full launch will commence. Jo is liaising with Sarah Antil (Warwickshire County Council Communication Team) to plan this.</p>	<p>An email is to be sent out detailing website address and stressing the importance of the feedback on the website. Along with a PDF copy of the presentation conducted by Jo, there will be circulated the PDF guide on how to use the logo and colour scheme, and a .jpeg file of the new WSAB logo.</p>	<p>JF</p>
<p>5.</p>	<p>Sign-off of the Position of Trust Guidance</p> <p>Edward Williams presented this decision</p>	<p>Make contact with Care Quality Commission</p>	



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>item. He explained that the West Midlands Safeguarding Editorial Group has produced a document which provides a high-level, overarching framework for the West Midlands region on the approach and Make contact with Care Quality Commission and reference the regional material.</p> <p>Interagency documents to be online on the website? EW to discuss with AS and JF process to follow when responding to allegations and concerns relating to people who work in a Position of Trust (PoT) with adults who have care and support needs. Key areas highlighted are the importance of data protection, and the responsibility of managers to ensure staff and volunteers are undertaking their role appropriately.</p> <p>Edward explained that the legal framework itself is short and high level. The toolkit is produced to assist implementation in local authority areas, but makes the point that it is not necessarily relevant to all local authority areas in the West Midlands, as believes this to be the case in Warwickshire. Edward reiterated that using the toolkit is optional, partners within Warwickshire (or West Midlands) do not have to use it, and in particular the referral form which members of the Board commented that they do not feel it would be very helpful.</p> <p>Mike Taylor asked Ed Williams if the Care Quality Commission had any involvement with developing the Framework. Ed confirmed that the Care Quality Commission have not had any involvement.</p> <p>John Dixon suggested bringing out a statement on the protection of the rights of the employees as well as the rights of the victims. Ed will take this feedback back to Editorial Group when the next review of the document takes place in a few months' time.</p>	<p>Interagency documents to be online on the website? EW to discuss with JF and AS</p>	<p>MT</p> <p>EW / JF / AS</p>
<p>6.</p>	<p>User Engagement</p> <p>This item arises out of the recent regional workshop</p> <p>The Chair started an open discussion on the Board's methods of ensuring feedback is received on the safeguarding services</p>	<p>MT requests Board members to have a look at advocacy services</p>	<p>All Board members</p>



Item	Discussion	Action Required <i>(if any)</i>	Owner
8.	<p>Modern Slavery</p> <p>The Chair began the discussion by informing the Board of the Home Office group developing guidance. It was noted that there was neither Department of Health nor police representation on the group. It was noted in the Group that the National Referral Mechanism run by the Home Office was under review and this had delayed the preparation and issuing of Guidance. The previous Home Office meeting looking at service models was cancelled due to the elections and has yet to be rescheduled. The West Midlands Anti-slavery commission and the Police are involved in creating a checklist and resource material in regards to Modern Slavery.</p> <p>Joint work being done with Safeguarding Children's Board, as both children and adults are affected by Modern Slavery.</p> <p>Nick Cadd mentioned that the NRM is sub contracted to the local Salvation Army in Warwickshire.</p> <p>Mike Taylor mentioned that there is good material available and the Chair referenced Trafficking Survivor Care Standards booklet produced by Human Trafficking Foundation – click here – Section 4 for example on Inter-Agency Working is excellent and informative.</p>	<p>Find out more information about NRM via the Salvation Army in Warwick to share this with the Board.</p> <p>Board members to read through the booklet.</p>	<p>NC</p> <p>All Board members</p>
9.	<p>WSAB subcommittee updates</p> <p><u>Safeguarding Adult Review (SAR) – Tracy Redgate:</u></p> <ul style="list-style-type: none"> • Tracy has been appointed as the subcommittee chair with Mike Wood as the vice chair • Agreed in the last meeting, held the previous day (10th May) that the terms of reference need updating • Concerns that there have been no SARs were discussed and the 		



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>subcommittee agreed to update its Work Plan. This is not necessarily a failing but lack of referral needs to be monitored</p> <ul style="list-style-type: none"> The subcommittee will review SARs and DHRs in other areas for learning and recommendations. In regards to the fire related death of a man in Warwickshire in 2015, this was agreed that it does not meet the criteria of a SAR, so was not pursued. Moreno Francioso from the Warwickshire Fire and Rescue Service (WFRS) provided an update in regards to the Guidance for Warwickshire, which is based on West Midlands Guidance (this came from the SAR scoping exercise completed in January 2016). It is almost complete, but not yet implemented due to requiring confirmation of referral process. Moreno will be creating an A4 fact sheet along with the full guidance report to ensure easier reading. Moreno has agreed to join the subcommittee, ensuring either himself or a representative of the Fire and Rescue service will attend the SAR subcommittee for the future. Once the WFRS Guidance is finalised and implemented, the WSAB team will ensure it is available via the WSAB website. Agreed the SAR subcommittee will include near misses in future meetings, to help advance learning. Christine Whitehead mentioned to Board a SAR referral she had made in March whilst Marie Seaton was Chair. Tracy and Mike confirmed that the SAR subcommittee had not received the referral. <p><u>Policy, Procedure and Guidance subcommittee – Mike Wood</u></p> <ul style="list-style-type: none"> Developing a consistent and Care Act compliant referral pathway from 	<p>To provide an update to the Board in reference to the Guidance at the next meeting.</p> <p>JF to monitor</p> <p>To re-send SAR referral directly to Tracy Redgate and Mike Wood to investigate.</p>	<p>TR</p> <p>JF</p> <p>CW/TR/MW</p>



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>hospitals to the Adult Social Care Safeguarding Team has been in the work plan for approximately 18 months. Liz Kiernan is arranging a small workshop to address this.</p> <ul style="list-style-type: none"> The subcommittee discussed joint working with the WSCB with regard to Transition from Children's to Adults social care. The subcommittee debated if it should be a priority for the Adults' Board given its specific focus on care and support needs. Ed Williams explained that there have been a significant number of referrals of young adults in the care system, who have had very troubled and chaotic lives, and who are ready or capable to deal with adult decisions (such as bills, housing, money management, relationships etc.) Mike Taylor made the point of vulnerable young adults being subject to sexual exploitation, and that it should be made a priority for the Board to help ensure there are services out there to provide young vulnerable adults with the skills to achieve emotional wellness, helping provide them with 'real-life' skills such as money budgeting. This subject requires more investigation and discussion. <p><u>Performance, Monitoring and Evaluation – Jenny Butlin-Moran:</u> Unable to attend today's Board meeting due to the Ofsted inspection. PME meeting was cancelled in April due to low attendance.</p> <p><u>District and Borough Councils Subcommittee – Nick Cadd:</u> The meeting was cancelled due to low attendance.</p> 	<p>The Governance Group to review</p>	<p>MT/AS</p>
<p>10.</p>	<p>AOB</p> <p>None.</p>		



Item	Discussion	Action Required <i>(if any)</i>	Owner
11.	Date of Next Meeting The next WSAB meeting will be held on Thursday 27 th July at 2.00pm. Full list of upcoming dates for the WSAB meetings in 2017/18 for reference are: <ul style="list-style-type: none">• Thursday 19th October 2017 at 2.00pm• Thursday 25th January 2018 at 2.00pm		