

Meeting	Warwickshire Safeguarding Adults Board Meeting
Date	20 October 2016
Present	<p>Mike Taylor, Independent Chair Adrian McGee, Warwickshire & West Mercia Police Andy Wade, National Probation Service Chris Evans, Designated Lead for Safeguarding (Children and Adults), Coventry & Warwickshire Partnership Trust (CWPT) Cllr Jose Compton, Cabinet Portfolio Holder for Adult Social Care, Warwickshire County Council (WCC) Edward Williams, Adult Social Care, WCC Gordana Djuric, Public Health, WCC Glynis Washington, Interim Chief Nurse, Coventry & Rugby CCG Jackie Howe, Care Quality Commission Jenny Butlin-Moran, Service Development and Assurance Manager, WCC John Dixon, Interim Director of the People Group, WCC Michelle Norton, Executive Director of Nursing, George Eliot Hospital Mike Wood, Service Development & Assurance Manager (Adults), WCC Nick Cadd, Housing & Communities Manager, Stratford on Avon DC Rebecca Bartholomew, Chief Nurse, Warwickshire North CCG Tracy Redgate, Lead Nurse, Safeguarding Adults Warwickshire CCG's</p> <p>In Attendance: Amrita Sharma, Business Manager, WSAB Junaid Hussain, Chief Executive, Warwickshire Race Equality Partnership (WREP) Paul Spencer, Senior Democratic Services Officer, WCC (Minute Taker) Suki Rai, Senior Engagement Officer, Warwickshire Race Equality Partnership (WREP)</p>

Item	Discussion	Action Required <i>(if any)</i>	Owner
1.	<p>Welcome, Introductions and Apologies</p> <p>Mike Taylor, Chair, welcomed everyone to the meeting. Apologies had been received from:</p> <p>Alison Walshe, Director of Quality & Performance, South Warwickshire CCG Beate Wagner, Head of Children & Families, WCC Chris Lewington, Head of Strategic Commissioning, WCC Elizabeth Kiernan, Named Nurse for Safeguarding Adults – University Hospital Coventry & Warwickshire Jane Tedstone, Matron, South Warwickshire NHS Foundation Trust Dr. John Linnane, Director of Public Health, WCC Marie Seaton, Interim Head of Professional Practice & Governance, WCC Sallie Green, South Warwickshire NHS Foundation Trust</p>		
2.	<p>Minutes of the Board Meeting held on 28 July 2016 and Matters Arising</p> <p>The Minutes of the previous meeting were agreed as an accurate record, subject to correcting the post titles of Glynis Washington and Rebecca Bartholomew. The Chair provided clarification under Minute No.11 in regard to the Performance, Monitoring and Evaluation Sub-Committee on the points he had made on the data report and the value of highlighting key issues.</p>		
3.	<p>Chair's Announcements</p> <p>The Chair referred to a document from the Home Office on the mandatory reporting of abuse. Whilst the Board had not been consulted formally, he had submitted a response and gave an outline of the key points made around risks, making safeguarding personal and the need for liaison with the Department of Health, if this hadn't been undertaken already.</p>		

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	<p>The Chair then spoke about the Suicide Prevention Strategy and invited Gordana Djuric of Public Health, WCC to give an update to the Board. Following discussion, it was agreed that a presentation on the Strategy be provided to a future Board meeting. The links with Coventry were discussed as the Partnership Trust served both areas. Glynis Washington offered to pursue this to ensure the Strategy complimented the Coventry approach.</p>	<p>Provide Presentation on Suicide Prevention Strategy</p>	<p>Gordana Djuric</p>
<p>4.</p>	<p>Warwickshire Safeguarding Adults Board (WSAB) Budget 2017-2018</p> <p>The Chair introduced this report, confirming that the WSAB budget for 2016/17 was in line with expenditure and, with one exception, there were no current pressures. The initial estimates had been prepared for 2017/18 and agreed by the Governance Group. There was endorsement of proposals for further work relating to overall budget structure and the future relationship with the Warwickshire Safeguarding Children’s Board (WSCB). An area highlighted was a proposed increase in working days of the Chair from 20 to 24 days per annum. The report listed the key elements to be addressed for budget and staff deployment for both Boards for the period from 2017/18 onwards. A discussion point was whether the ‘statutory bodies’ included district and borough councils in the context of the funding arrangements. Budget effectiveness and integration to achieve better safeguarding across Warwickshire was a key aspiration. There were a number of consequent actions which would be considered further by the Governance Group and brought back to a future WSAB meeting.</p> <p>The Board agreed the recommendations, as set out in the report, to note the budget position for 2016/17, approve the provisional estimates for 2017/18, the increase in the Chair’s contracted days and the budget and staff deployment proposals.</p>	<p>Recommendations Approved</p>	<p>All</p>
<p>5.</p>	<p>Multi Agency Public Protection Arrangements (MAPPA) Protocol – Nominations</p> <p>The Chair introduced this item, which explained the statutory MAPPA framework and the</p>		

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	<p>development of a joint protocol to define the roles, responsibilities and expectations of the WSAB and the MAPPA Strategic Management Board (SMB). The protocol had been approved by the Governance Group. Nominations were sought for a representative and substitute to sit on the MAPPA SMB.</p> <p>The Board noted the approval of the joint protocol and agreed that it be represented on the MAPPA SMB by Andy Wade (who was Vice Chair of the MAPPA), with Jenny Butlin-Moran as the substitute representative.</p>	Confirm Nominations	Amrita Sharma
6.	<p>WSAB Annual Report 2015-2016</p> <p>Amrita Sharma presented the Annual Report for 2015/16. This had been updated to reflect the feedback on the first draft, discussed at the previous Board meeting. It had since been used as part of a community engagement exercise commissioned through Warwickshire Race Equality Partnership (WREP) to raise awareness of safeguarding amongst communities and invite feedback on content, language and layout. Feedback on that exercise would be provided under a later item, but it had shown the need for further simplification of future documents.</p> <p>The Chair was pleased with the improvements made to format of the Annual Report, the plans for an executive summary and he advocated the use of case studies. Slight alterations were suggested to clarify the names of the three Clinical Commissioning Groups in two sections of the document. Other points discussed were the presentation of the Annual Report at the November Health and Wellbeing Board and how the reported attendance data had been calculated. The Board was advised of a change to membership with Kevin Dimmilo being appointed as Interim Chief Executive of Age UK Warwickshire.</p> <p>Subject to the minor alterations set out above, the Annual Report was approved and a final copy would be circulated to the Board for members to share within their respective organisations.</p>	Finalise and circulate Annual Report	Amrita Sharma

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7.	<p>WSAB Website</p> <p>Amrita Sharma provided an update. Quotations had been received from four web design companies for the development of the WSAB independent website and these were detailed in a schedule. The quotations had been evaluated and considered by a Task and Finish Group (TFG) against specified criteria. The group had made a recommendation for appointment based on meeting these criteria. The Governance Group had recommended that the new website should be a combined platform for both Warwickshire Adults and Children’s Safeguarding Boards, which would also provide links to partner websites/pages. There was a need to include representation from the WSCB on the TFG, to determine its contribution towards the costs of the website and agree who would be the lead for uploading and maintaining site content.</p> <p>The Board commented on the price range of the quotations received and it was considered the more competitively priced quotations also offered the best value in terms of website quality. A meeting was planned between the two Board managers to discuss the resource requirements for populating the website, as extensive input would be needed from the WSCB aspect. The Chair confirmed that this Board could meet the financial costs of establishing the site, but ongoing funding contributions would need to be determined. The TFG would be pivotal in determining the look and feel of the website.</p> <p>It was agreed that the recommendations set out in the report be approved regarding award of the contract, continuation of the TFG to support design and development of the website, engagement with the WSCB and determination of that Boards’ funding contributions towards the website.</p>	Award of Contract and next Steps	Amrita Sharma and Task and Finish Group
8.	<p>MSP – Key messages from the National Temperature Check and Areas specific to Warwickshire</p> <p>The Board gave consideration to a report commissioned by the Association of Directors of Adult Social Services, following a review into the extent to which ‘making safeguarding personal’ had</p>		

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	<p>been implemented by English local authorities. This was accompanied by a powerful video presentation produced by East Cheshire ASB, which demonstrated its approach and the impact for vulnerable people suffering abuse. The Board was asked to consider the Warwickshire position and identify any specific points for reference or action.</p> <p>The debate focussed on how the approach could be tailored for each organisation, especially those not directly involved in safeguarding. The Chair commented that contributing work was already taking place in each organisation, but it wasn't always labelled as personalisation of safeguarding. Chris Evans advised that there were many links to the Care Act and personalisation featured significantly in the training provided to staff at CWPT. Training was discussed more widely, with points made about linking to universities, undertaking research, feeding this issue through each organisation's hierarchy and the provision of guidance to provide a benchmark / standards. There were great benefits for those in need of support and in turn, such investment could reduce or avoid the need for support at later stages. The Chair urged Board members to consider this topic further within their own organisations.</p>		
9.	<p>WREP Community Consultation Report on WSAB Annual Report & Strategic Plan</p> <p>The Chair welcomed Junaid Hussain and Suki Rai of Warwickshire Race Equality Partnership (WREP). As referred to in Item 6 above, WREP had been commissioned to undertake a community engagement exercise, to raise awareness of safeguarding amongst communities and invite feedback on the content, language and layout of the draft WSAB Annual Report. A presentation was provided on the results of this work, to accompany the circulated report. An overview was given of the outcomes, including the awareness raising, the findings that the document was too wordy and hard to understand, especially for those for whom English was not their first language. A series of recommendations were provided under the headings of 'communities' and 'agencies'. The Chair praised the quality and depth of the report.</p> <p>The Board discussed how agencies responded to anonymous referrals. This was a particular</p>		

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	<p>issue for individuals in some communities, who would not want to be named. The endeavours of the Multi Agency Safeguarding Hub (MASH) on this topic were reported together with the associated difficulties of securing prosecutions and evidence credibility. MASH provided a single front door to the agencies it involved and a consistency of approach that wasn't there previously. From the health perspective, it was agreed that anonymous referrals added complexity to a case.</p> <p>The term 'safeguarding' was confusing to many people, but 'abuse' was readily understood by all. Using clear language was important. An area for further work was around advocacy services. WREP was exploring closer working with Healthwatch Warwickshire (HWW) on advocacy and to look at issues from an inequality perspective. Commissioning arrangements were discussed. The capacity of the County Council had reduced significantly and it was working with other agencies such as HWW to hear the consumer voice. In terms of raising awareness, a comparison was drawn to the good publicity provided through posters displayed at schools.</p> <p>The Chair summarised the points raised and considered this a positive first step. There was a need for clear thinking around engagement and he urged that the findings of this work be presented to the Children's Safeguarding Board and the MASH. He thanked WREP for the presentation and report.</p>		
10.	<p>Constitution Review</p> <p>An update was provided on the review of the Board's Constitution. It was proposed that the Chair and Business Manager progress this review with key areas being the Board's relationship with other boards and areas for improved collaboration. Furthermore, it was requested that the Board's membership be extended to include wider community and voluntary sector representation.</p> <p>The Board noted the update.</p>		

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11.	<p>WSAB Sub-Committee Updates and Development of Workplans</p> <p>The Board noted the following reports.</p> <p><u>Performance, Monitoring and Evaluation - Jenny Butlin-Moran</u> Jenny Butlin-Moran advised that the quarter one summary had been provided and she would circulate the quarter two data to the Board. She gave a verbal report on key aspects, the first concerning statutory reporting requirements and the current difficulties being experienced. Edward Williams clarified that some further IT work was needed, but the data in question was held. Some reporting areas had been reclassified from voluntary to mandatory, with sexual exploitation being an example quoted.</p> <p>The Board discussed the number of Safeguarding enquiries received and the low (11%) conversion rate to full cases. Edward Williams provided a context and examples to demonstrate why the majority of cases could not be pursued, including the referral of clinical issues, medication issues, low level incidents in care homes and those which could not be substantiated.</p> <p>Jenny Butlin-Moran also advised of a pilot scheme using a regional multi-agency audit tool, as part of the making safeguarding personal initiative. The findings from this work would be received in January and the aim was to report these findings to the next Board meeting.</p> <p><u>Policy, Procedures and Guidance – Mike Wood</u> A verbal report was provided on the meeting held in September. The Group had reviewed the revised West Midlands Safeguarding policy and procedures and were also looking at how Safeguarding guidance complemented other regional guidance.</p> <p><u>Safeguarding Adults Review – Tracey Redgate</u> A verbal report was provided. The Sub-committee had now approved the revised Safeguarding Adults Review (SARs) protocol with the exception of a few minor changes and addition of a</p>		

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	<p>definition for 'serious harm'. The new protocol would be published and supported by an awareness raising campaign in line with the Board's Communication Plan. Whilst the Board had not received any direct referrals for a SAR, the Sub-committee was taking the learning from a SAR undertaken in Coventry to see what lessons can be applied locally. Rebecca Bartholomew suggested it may be a valuable exercise to re-visit a previous SAR to understand what we would do differently now, to see if those incidents would have been avoided. The Chair suggested that this be considered further by the Safeguarding Adults Review Group.</p>		
12.	<p>WSAB Development Day</p> <p>Amrita Sharma encouraged WSAB members to publicise the Board's development day as there were only 23 of the 100 places allocated to date. This event would be held on 25 November at Warwick Racecourse and it was free to attend. It was suggested that an invite be extended to all relevant County Council Portfolio Holders and the corresponding chairs of its overview and scrutiny committees.</p>	<p>Publicise Development Day</p> <p>Invite Portfolio Holders and Chairs of Scrutiny Committee to Development Day</p>	<p>All</p> <p>Amrita Sharma</p>
13.	<p>Any Other Business</p> <p>The timetable of Board meetings for 2017/18 had already been circulated and calendar invites would follow shortly, with the exception of the date proposed for 4 May 2017, which would need to be re-scheduled due to local elections falling on this day.</p>	<p>Updated meetings calendar for 2017/18 to be sent out to</p>	<p>Amrita Sharma</p>

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		members along with electronic invites	
13.	<p>Date of Next Meeting</p> <p>The next meeting would be held on Thursday 26 January 2017, 2.00pm Northgate House Conference Room, Warwick.</p>		