

Meeting	Warwickshire Safeguarding Adults Board meeting
Date	28 April 2016
Present	<p>Mike Taylor, Independent Chair Alison Walshe, South Warwickshire CCG Amrita Sharma, Business Manager, WSAB Cllr Jose Compton, Cabinet Portfolio Holder for Adult Social Care, Warwickshire County Council (WCC) Chris Evans, Coventry and Warwickshire Partnership Trust Donald McGovern, Community Rehabilitation Companies Manager Elizabeth Kiernan, Named Nurse for Safeguarding Adults – UHC&W Glynis Washington, Lead for Quality & Clinical Governance, Coventry & Rugby CCG Jane Tedstone, Matron, South Warwickshire NHS Foundation Trust Jenny Butlin-Moran, Service Development and Assurance Manager, WCC John Dixon, Interim Director of the People Group, WCC Lucy Gillings, Learning & Development Officer, 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 Paul Spencer, Senior Democratic Services Officer, WCC Phil Robson, Chair, Healthwatch Warwickshire Stephen Eccleston, Detective Superintendent, Warwickshire & West Mercia Police Tracy Redgate, Lead Nurse, Safeguarding Adults Warwickshire CCG's</p>
Apologies	<p>Andy Wade, National Probation Service Beate Wagner, Head of Children's Social Care & Safeguarding, WCC Chris Lewington, Head of Strategic Commissioning, WCC Dave Pemberton, Area Commander, Warwickshire Fire & Rescue Service Elizabeth Phillips, CEO, Age Uk, Warwickshire Gordana Djuric, Consultant, Public Health, WCC</p>

Jacqueline Barnes, Chief Nursing Officer – Coventry & Rugby CCG
 Jenny Wood, Head of Social Care and Support, WCC
 John Linnane, Director of Public Health, WCC
 Kathy Wagstaff, Matron SWFT
 Marie Seaton, Interim Head of Professional Practice and Governance, WCC
 Phil Evans, Head of Community Services, WCC
 Rachel Faulkner, Learning & OD Manager, WCC
 Tracy Wrench, Director of Nursing & Quality CWPT

Item	Discussion	Action Required <i>(if any)</i>	Owner
1.	<p>Welcome & Introductions</p> <p>Mike Taylor, Chair, welcomed everyone to the meeting, particularly Amrita Sharma, the Board's new Business Manager. He also noted the apologies for absence (listed above).</p>		
2.	<p>Chair's Announcements</p> <p>The Chair confirmed plans to review and rationalise the Board's membership. He reported back on meetings he had attended since the last Board, being the regional meeting for Chairs of Safeguarding Children Boards (SCB), a regional workshop on safeguarding adults, arising from guidance on the Children's Act and the National Meeting for Chairs of Safeguarding Boards. The Chair was enthused about plans for a regional database, to provide a learning resource from past Serious Case Reviews/Safeguarding Adults Reviews and hoped that this could also include 'near misses'.</p>		

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3.	<p>Minutes of the Board Meeting held on 28 January 2016 & Matters Arising</p> <p>The minutes of the previous meeting were agreed as an accurate record, subject to recording the apologies received from Phil Robson, Healthwatch Warwickshire and Marie Seaton, WCC. On page 11, regarding the Safeguarding Adults Review Sub-Committee, this had completed its scoping, not the review. Subject to these alterations, the minutes were accepted and signed by the Chair.</p>		
4.	<p>Strategic Plan 2016-2018 and Priority Areas of Work</p> <p>The Chair introduced this report, giving a brief overview of its content. The next stage would be to produce a version of the Strategic Plan for public circulation; and for each Sub-Committee to develop its work plan for 2016-2017 to correspond with the priority areas of work identified within the Strategic Plan ahead of the next Board meeting</p> <p>The Board approved the report.</p>	Individual work plans to be developed by each Sub-Committee	Each Responsible Sub-Committee
5.	<p>WSAB Budget 2016-17</p> <p>The Chair introduced this item reminding the Board of the funding contributions and the slight budget deficit which had been addressed through the carry forward of an underspend from the previous year. The budget contained a non-recurrent amount of £20,000 to initiate an SAR, should this be required, for any legal or other advice required.</p> <p>It was noted that WCC was undertaking a major review of its budgets and similarly there were budget pressures for all member organisations. A dialogue would be required on the future funding contributions. It was suggested that the discussion include the corresponding Children's Board, as there were areas where joint work would realise savings. Examples quoted were the</p>		

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	<p>Boards' websites and training requirements. The Chair urged that WCC lead on this from a governance perspective.</p> <p>In summary, the Chair felt the Board had a solid budget for the year ahead.</p> <p>The Board approved the report and Budget for 2016/17.</p>		
6.	<p>Multi Agency Safeguarding Hub (MASH) - Update</p> <p>John Dixon reported that the Warwickshire MASH would open on Tuesday 3 May. He paid tribute to all involved in this project, particularly the Police. He spoke about the adaptation of accommodation, the new secure telephone line and substantial IT work, including information governance and agreements. A thorough and detailed approach had been taken. The result was the colocation and /or involvement of all key agencies. John Dixon publicised the formal launch of the MASH on 7 June. It was noted that the MASH would handle children safeguarding cases initially, with adult safeguarding on schedule to commence in September 2016.</p> <p>Further updates were requested, in order that the Board could monitor progress.</p>	Periodic updates to be provided to WSAB	All Partners
7.	<p>Communications Plan – Website and Promotional Materials</p> <p>Amrita Sharma presented a report which reminded Members of the Board's responsibilities to communicate with adults at risk and the public generally, about the Safeguarding Policy and Procedures. Proposals from the Governance Group were submitted with regard to the development of the Board's website.</p> <p>Nominations were being sought from partner agencies to contribute to a task and finish group, to design the Board's website. Points discussed were linking the website to those of partner agencies and the Safeguarding Children's Board and the need for easy access to the website.</p>		

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	<p>The current WSAB website was available through the County Council's website. A further aspect was sharing the Board's reports, agendas and minutes via the website and perhaps this could be facilitated through the WCC bespoke Committee Management Information System.</p> <p>The Board noted the report and request for involvement in the task and finish group, to design the Board's website.</p>	Nominees for TFG	All
8.	<p>WSAB Performance Data</p> <p>Jenny Butlin-Moran (JB-M) presented an overview of the performance for the last quarter of 2015/16. It was confirmed that the data for 2015/16 was still to be verified. The Board welcomed the improved format and suggested further enhancements or additional classifications that would make it even more meaningful. The increase in numbers of concerns received and conversion rates were discussed. There was potential confusion because of Care Act guidance and the need to be clear on which case types needed to be referred as potential safeguarding issues. There was ongoing work with care homes on the latter aspect. The Board discussed how the data, once verified, could be used proactively to help the most vulnerable. Other aspects were the source of the data and clarity about the reasons for closure of enquiries. Adding a narrative was advocated and capturing the outcomes, to ensure the service user felt the risk to them had reduced. All partners were asked to give this more consideration and JB-M was asked to report back to a future Board</p> <p>Phil Robson (PR) questioned whether Healthwatch could use this data to develop its priorities. He was urged to wait until June, when the data would have been verified. The Chair asked that further liaison take place on this.</p>	Continued dialogue about improving data	<p>JB-M & All</p> <p>JB-M & PR</p>
9.	<p>Agenda Planning for the SAB – Introductory Items</p> <p>A discussion took place on the thematic topics for consideration at future WSAB meetings. The Chair had attended a regional safeguarding meeting where anti-slavery measures had been</p>	Circulation of	Chair

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	considered. He offered to circulate the literature received and proposed the Board consider how it could assist with endeavours to prevent slavery. He suggested that this be discussed at the next meeting and urged partners to consider how their organisations might be able to approach this.	Literature	
10.	<p>Autumn Workshop / Development Day</p> <p>The Chair suggested that a workshop be held in November, comprising two sessions of two hours each, with a working lunch between. He proposed that one of the topics be the links between Trading Standards work and safeguarding. He had met recently with the Head of Service at WCC and felt it would be useful to explore issues such as finance, internet scams and vulnerable people. Another theme proposed for the workshop was 'Persons in Positions of Trust' (POT) and the removal of designated adult safeguarding managers. It was noted that regional guidance on this was currently being updated and would be circulated to the Board when it was available.</p>	Copy of regional guidance on POT to be shared with all members upon finalisation	Amrita Sharma
11.	<p>Transforming Care</p> <p>A report was provided on behalf of the three CCGs on the transforming care initiative. This provided background on the fast track approach, care and treatment reviews, data returns and the 'at risk of admission' register. Recent developments and the current position were also reported. The Chair considered this a positive report that gave reassurance to the Board. Alison Walshe added that the 'at risk' register gave a clear focus on the individuals with the most complex needs.</p> <p>The report was noted.</p>		
12.	<p>Care Act Revised Guidance</p> <p>Amrita Sharma presented a report to update the Board on the revised Care Act statutory guidance from the Department of Health, published in March 2016. There was nothing in the guidance that was unexpected. It was proposed that the guidance be referred to the Policy, Procedures and</p>	Guidance to be reviewed	Policy, Procedures and

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	<p>Guidance Sub-Committee, to ensure revisions were captured within safeguarding policy and procedures across Warwickshire.</p> <p>The Board agreed that this be done.</p>		Guidance Sub-Committee
13.	<p>Sub-Committee Reports</p> <p>The Board noted the following reports.</p> <p><u>District/Borough Councils – Nick Cadd</u> The focus at the February meeting was use of the Safeguarding Statements for training and awareness raising. It was noted that e-learning was not always the most appropriate training method for all. The next Sub-Committee would be held on 29 April.</p> <p><u>Performance, Monitoring and Evaluation- Jenny Butlin-Moran</u> The Group had discussed multi-agency audits, noting that more work was required on this area. Other aspects reported were Section 75 requirements, safeguarding workloads and work on strategic planning.</p> <p><u>Policy, Procedures and Guidance – Mike Wood</u> The key area discussed was new guidance on homicide and serious death risk. It was noted that NHS England had contributed to this work, but without involving local service providers, which was noted as a concern. This guidance would be considered further at the next sub-committee. The Regional Safeguarding Network was looking at an Equality Impact Assessment Protocol, which would also be considered by the Sub-Committee.</p> <p><u>Safeguarding Adults Review</u> There had been one case review in Coventry, which would be used to provide learning. The group was looking at protocols again. How to share learning from such cases was a further point made.</p>		

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	<p><u>Workforce Development</u> The Sub-Committee had met in April, considering learning activity across all agencies. A learning needs analysis and gap analysis would be undertaken, to enable training support to be targeted. Promotion of training amongst partners, e-learning and joint work with the WSCB was also discussed. From a CCG perspective, there was a centralised approach to training, so consideration would need to be given to practical aspects on how to engage in training activity.</p>		
14.	<p>Any Other Business It was noted that this would be Stephen Eccleston's last meeting and the Chair thanked him for his support to the Board. The new Police representative would be Jason Wells.</p>		
15.	<p>Dates of Future Meetings The next meeting would be held on Thursday 28 July 2016, 2.00pm Northgate House Conference Room, Warwick. <i>Note: A further meeting is scheduled for 2.00pm on 20th October.</i></p>		