



Meeting	Warwickshire Safeguarding Adults Board (WSAB)
Date	Thursday 19th July 2018
Present	<p>Mike Taylor (<i>Independent Chair</i>) Alison Walshe (<i>South Warwickshire Clinical Commissioning Group</i>) Angela Coates (<i>North Warwickshire Borough Council</i>) Councillor Les Caborn (<i>Warwickshire County Council</i>) DI Jill Fowler (<i>Warwickshire Police</i>) Dilly Wilkinson (<i>George Elliot Hospital</i>) Edward Williams (<i>Warwickshire County Council</i>) Jan Dugdale (<i>Age UK Warwickshire</i>) Jenny Butlin-Moran (<i>Warwickshire County Council</i>) Jo Galloway (<i>North Warwickshire Clinical Commissioning Group and Coventry & Rugby Clinical Commissioning Group</i>) Kelly Starkey (<i>West Midlands Ambulance Service</i>) Lisa Cummins (<i>Coventry & Warwickshire NHS Partnership Trust</i>) Liz Keirnan (<i>University Hospital Coventry & Warwickshire</i>) Mike Wood (<i>Warwickshire County Council</i>) Moira Bishop (<i>South Warwickshire NHS Foundation Trust</i>) Nigel Minns (<i>Warwickshire County Council</i>) Tracy Redgate (<i>South Warwickshire Clinical Commissioning Group</i>)</p> <p><u>In attendance:</u> Amrita Sharma (<i>Warwickshire Safeguarding Adults Board</i>) Jo Ferguson (<i>Minute Taker, Warwickshire Safeguarding Adults Board</i>) Vanessa Biddulph (<i>VoiceAbility</i>)</p>
Apologies	<p>Alison Talbot (<i>University Hospital Coventry & Warwickshire</i>) Carly Manning (<i>West Midlands Ambulance Service</i>) Fiona Burton (<i>South Warwickshire NHS Foundation Trust</i>) Ian Tonner (<i>Warwickshire Fire & Rescue</i>) Kirstin Clarke (<i>Warwickshire County Council</i>) Kirsty Baker (<i>National Probation Service</i>) Lisa Barker (<i>Warwick District Council</i>) Olivia Cooper (<i>Warwickshire County Council</i>) Pete Sidgwick (<i>Warwickshire County Council</i>) Stephen Quinn (<i>Warwickshire Police</i>)</p>

Item	Discussion	Action Required (if any)	Owner
1.	<p>Welcome, Introductions and Apologies</p> <p>Introductions and apologies made as noted above. The Chair acknowledged the sad news regarding the recent passing of previous Board Member, Adrian McGee of Warwickshire Police, who was a constructive and positive member of the Board, and will be missed by his colleagues on the WSAB.</p>		
2.	<p>Minutes and Matters Arising</p> <p>Minutes from previous meeting held on 26th April 2018 were agreed as an accurate record.</p>		



Item	Discussion	Action Required <i>(if any)</i>	Owner
	Update on item 5: WSAB are now registered with the Information Commissioners Office (ICO) as Data Controllers.		
3.	<p>Chair's items</p> <p><u>Update on the recruitment of Joint Independent Chair:</u> Interviews with the three shortlisted candidates are due to take place tomorrow (20th July). The candidates will meet with the two Board Business Managers at first instance, followed by an interview by the Stakeholder Panel, and finishing with an interview by the Selection Panel. Once an appointment has been made, and the necessary checks are completed and approved by the Chief Executive of Warwickshire County Council, appropriate handover and inductions will be organised. The Board members will be notified accordingly.</p> <p><u>Update on 2017-18 Budget:</u> There is currently no formal report available due to discussions still taking place. It has been agreed by the Children Safeguarding Partners and the Lead Agencies for Safeguarding Adults that a workshop be held in September 2018 to look at the future partnership under Working Together 2018 and budget efficiencies arrangements.</p>	<p>Update Board members with appointment of new Independent Joint Chair <i>(if applicable)</i>.</p> <p>Update Board members accordingly of the outcomes from these discussions.</p>	AS AS
4.	<p>VoiceAbility presentation: Supporting individuals through advocacy</p> <p>Vanessa Biddulph, Service Manager for VoiceAbility, presented the Board with an overview of the work of their service and how they support individuals with care and support needs. The Chair commended the work that VoiceAbility undertake, especially in regards to the Mental Capacity Act, and expressed the gratitude of the Board that VoiceAbility will now have a representative attending the upcoming meetings, which will help ensure the people we are safeguarding are heard within the Board itself.</p>		
5.	<p>WSAB Annual Report 2017/18</p> <p>Amrita Sharma, WSAB Business Manager, presented the draft Annual Report for 2017/18 and thanked the partners for their contributions. Partners discussed the content provided by Warwickshire Police on their work within Transitions, agreed the project outcome will be shared amongst</p>	Copy of Transitions CSE report to be sent to Board members once finalised.	AS



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>partners once completed.</p> <p>Noted that there are further amendments required before final print, i.e. correcting the dates provided on the partner's reports, and the partner agencies attendance figures which are inaccurate. Case studies will also be added to the report before final print.</p>	<p>Change dates on "what we did" section. Recalculate statistics on attendance, input correct figures.</p>	<p>AS</p>
<p>6.</p>	<p>Information Sharing Agreement</p> <p>The WSABs draft Information Sharing Agreement has been developed and shared with the Council's legal team who have confirmed areas of additional content. The Business Manager will now redraft the agreement to incorporate the additional information. The Board were also informed that Ed Williams would be looking at the Regional Procedures and the information sharing processes in regards to case work, this will then be integrated within the Boards new Information Sharing Agreement before final publication.</p>	<p>Provide an update on the progress of the Information Sharing Agreement at next Board meeting in November.</p>	<p>AS</p>
<p>7.</p>	<p>Recommendations from SAR survey results and GH SCR recommendations</p> <p>Reports in the following two areas were originally shared with the Governance Group in June, where it was agreed that they be shared with the full Board for wider dissemination.</p> <p>Results of the WSAB members SAR survey The SAR sub-committee undertook a survey of WSAB partners to evaluate awareness of SARs and actions taken by respective partner organisations to embed the SAR protocol. In total, 11 responses were received. The majority of respondents confirmed there was a good level of awareness of the SAR protocol within their organisations. However; further work was required to build confidence amongst their staff to use it as a learning tool. The SAR survey report concluded the following recommendations:</p> <ol style="list-style-type: none"> 1. The Board produce easy-read material and content on the SAR protocol for member organisations to include in their respective adult safeguarding training. 2. WSAB members proactively spread awareness of the SAR protocol and procedures within 	<p>SAR sub-committee to undertake work on implementing the recommendations from both the WSAB members SAR Survey report and GH SCR Recommendations report.</p> <p>SAR sub-committee to undertake research on the likely impact the number of DHRs has had on the number of SARs received to date.</p>	<p>MJW / TR</p> <p>MJW / TR</p>



Item	Discussion	Action Required (if any)	Owner
	<p>their organisations via social media channels and/or their websites.</p> <p>Members endorsed both of the above recommendations.</p> <p>GH SCR Recommendations Report At the last Board meeting it was agreed that the SAR sub-committee look at the recommendations set out in the GH SCR from 2011, as this was the last equivalent SAR received in Warwickshire. The SAR sub-committee did consider the recommendations, but agreed that the top 3 recurring themes from UK SARs would provide a better and current focus for assurance activity. The GH SCR report concluded the following recommendations:</p> <ol style="list-style-type: none"> 1. To identify the most frequently recurring themes using the West Midlands region database, recent research from South West of England and work already undertaken by the sub-committee. 2. To engage with partner organisations and seek assurance. <p>Members endorsed both these recommendations, and agreed that the sub-committee refer back to the Governance Group, if required.</p>		
8.	<p>Recommendations from Hospital Referrals audits</p> <p>The Referral Pathways from Hospitals audit was conducted as part of the PPG sub-committees work plan, to help improve the referral pathways from hospitals to adult safeguarding. The sub-committee undertook a small audit of referrals to determine how things were currently working.</p> <p>In total 21 hospital referrals were audited, providing the following findings:</p> <p><u>2016/17:</u></p> <ul style="list-style-type: none"> • 9% appropriate referrals • 20% referrals made under Adult Safeguarding pathways but which required action under assessment and support planning processes • 71% inappropriate referrals <p><u>2017/18:</u></p> <ul style="list-style-type: none"> • 6% appropriate referrals received • 14% referrals made under Adult Safeguarding 	<p>PPG sub-committee to undertake work on recommendations from report, with aim of completion by end of 2018. With an update to be provided to the Governance Group, highlighting any issues that have occurred, if any.</p>	<p>MJW / TR</p>



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>pathways but which required action under assessment and support planning processes</p> <ul style="list-style-type: none"> • 80% inappropriate referrals <p>Board members queried whether a timely response could be sent back to the referrer, notifying them if it was an inappropriate referral to reduce re-occurrence of similar submissions. Also an automated response may be helpful to provide feedback and help increase learning / understanding.</p> <p>Another issue highlighted as part of the audits was agencies lack of understanding of what 'care and support needs' means in relation to the Care Act.</p> <p>The Board suggested that the Hospital referral form include the definition of 'care and support needs' in the form of a hyperlink to the Safeguarding Warwickshire website.</p> <p>The Recommendations from Hospital Referral Audits report concluded the following recommendations:</p> <ol style="list-style-type: none"> 1. All hospitals should implement a consistent referral pathway. 2. Implement the referral content recommended by the PPG sub-committee. 3. Provide assurance to the WSAB that hospital staff completed adult safeguarding training and apply Making Safeguarding Personal. 4. Seek assurance that all hospital staff are trained to carry out mental capacity assessments and that they apply this in practice. <p>Members endorsed these recommendations, setting a deadline of completion for the end of the chronological year.</p> <p>The Chair acknowledged the excellent and proactive work of those undertaking this audit and bringing a cogent and timely report to the Board.</p>	<p>PPG sub-committee to look into inputting link to website in the pro forma, or using a 'gatekeeper' who can filter through these referrals.</p>	<p>MJW</p>
<p>9.</p>	<p>Sub-committee updates</p> <p>Safeguarding Adult Reviews (SARs) – A total of 3 referrals have been received since the last Board meeting. 1 has been scoped and was found not to meet the Care Act SAR criteria, however the sub-committee will be organising a table-top review to explore wider learning. The other 2 referrals received have been sent to the appropriate organisations requesting further information on their involvement</p>		



Item	Discussion	Action Required <i>(if any)</i>	Owner
	<p>with the individuals; this is to see if they meet the criteria for a SAR.</p> <p>Policy, Procedures & Guidance (PPG) – The sub-committee considered the newly drafted WSAB Learning and Improvement Framework and assurance tools. It was noted that further work was required on developing the annual partner assurance template. This will be reviewed at the next meeting. The sub-committee also looked at the National Guidance On Safeguarding Adults Protocol In Relation To Pressure Ulcers, in summary it was agreed it is a good piece of guidance, but there was some concern around the tool used for scoring which was felt to be quite arbitrary.</p> <p>Performance, Monitoring & Evaluation (PME) – The last meeting did not take place due to lack of attendance by members due to Ofsted. The PME are due to undertake an audit on Mental Capacity Act assessment and the implications on how that is managed at point of referral. Members also received the Quarter 1 Safeguarding Data which indicated a slight increase in concerns reported compared to last year.</p>		
10.	<p>Any Other Business</p> <p>The Chair informed the Board that the West Midland Fire Service had reissued their 'Fire Safety Guidance for Professionals and Carers who work with people with Care and Support Needs'. The Chair highlighted the analysis of fire incidents data and outcomes of recent serious incident reviews reveals that adults with care and support needs are disproportionately represented in serious incidents where fire has caused either death or serious injury. Noted that when the WSAB received a SAR referral relating to a fire incident a couple of years ago, a similar incident also occurred in Coventry. This then prompted Coventry Fire & Rescue to produce Guidance. A version of this for Warwickshire was requested by the SAR sub-committee to be produced; however this action is yet to be completed.</p>	<p>Share the West Midlands Guidance with Board members.</p> <p>Mike Taylor to query the status of the Guidance document for Warwickshire.</p>	<p>JF / AS</p> <p>MT</p>
<p>Date of next meeting: <i>Thursday 22nd November 2018 at 2:00pm</i></p>			