



West of Berkshire Safeguarding Adults Board Meeting

20th March 2019

MINUTES

Attendees:	Teresa Bell – TB, Independent Chair	Lynne Mason – LM, SAB Business Manager	Martin Sloan – MS, Head of Wokingham Integrated Social Care and Health
	Stan Gilmour – SG Superintendent, Reading LPA Commander, TVP	Darren Hill – DH, TVP	Van Gaffney - VG, Safeguarding Coordinator, Royal Berkshire Fire and Rescue Service
	Kathy Kelly – KK, Head of Safeguarding Adults, CCG Berkshire West	Angela Morris, Director, Wokingham Borough Council	Carl Borges -CB , Advocacy Services Manager, Healthwatch Reading
	Mike Harling – MH, Principle Social Worker, West Berks	Sara Ross - SR Service Manager Prevention and Safeguarding Adults, West Berkshire District Council	Tandra Forster –TF, Acting Corporate Director (Adult Social Care), West Berks
	Taylor Lehec – TL, SAB Business Support (minutes)	Cath Marriott - CM, Policy Development – Partnerships and Performance, Office of the Police and Crime Commissioner – Thames Valley	Patricia Pease, PP, Director of Nursing for Urgent Care and Corporate Trust Lead for Safeguarding, RBFT
	Jane Fowler -JF , Head of Safeguarding , Berkshire Healthcare Foundation Trust	Seona Douglas – SD, Director of Adult Care and Health Services, RBC	

	Simon Price - Assistant Director Housing, Income and Assessments, Wokingham Borough Council	Cllr Marigold Jaques – MJ, Cllr, West Berkshire District Council	Lorna Pearce, Safeguarding Strategic Services Manager, Wokingham Borough Council – LP
Apologies / Did not attend:	Linda Andrew - LA, Acting Head of Service, Emergency Duty Service	Dorcas Nyabunze - DN , Head of Service, Emergency Duty Service	Jon Dickinson - JD, Deputy Director of Adult Social Care, RBC
	Nicola Strudley – NS, Consumer Champion & Healthwatcher (Locality Manager), HealthWatch Wokingham	Anthony Hesleton – AH, Head of Safeguarding & Prevent Lead, SCAS	Garry Poulson – GP, Volunteer Centre West Berkshire
	Zelda Wolfle , Acting Head of Housing and Neighbourhood Services, Reading Borough Council	Sally Kelsall – SK, Service Manager Housing, West Berkshire	Susan Powell – SP, Building Communities Together Team Manager, West Berkshire District Council
	Debbie Simmons, Nurse Director, NHS Berkshire West Clinical Commissioning Group (CCG)	Sarah Morland - SM, Reading Voluntary Action	Cllr Richard Dolinski – RD, Wokingham Borough Council
	Mandeep Kaur Sira - MKS, Healthwatch Reading	Cllr Tony Jones- TJ, Elected Member, RBC	Heidi Ilsley – HI, Deputy Director of Nursing, BHFT
	John Ennis - JE, Senior Probation Officer, National Probation Service		
Dates of future meetings:	<ul style="list-style-type: none"> • 20th June 2019, 10-1pm, Council Chamber, Market Street, Newbury • 26th September 2019, 10-1pm, David Hicks Room, Shute End, Wokingham • 12th December 2019, 10-1pm, Reading Civic Office, Committee Room 4 		

Item	Discussion	Action
1. Welcome, introductions and Apologies	TB opened the meeting and there was a round of introductions.	

2. TVP presentation

SG went through the following presentation.



Problem Solving
presentation.pptx

TB thanked SG for his presentation and requested attendees be mindful of the approaches discussed for future agenda items.

SG mentioned that attendees were free to discuss the topics contained within the presentation locally as there is an open door policy, TB asked who people should get in touch with.

SG responded by saying that the Police Commanders and the Deputy Commanders within your local areas should be contactable as they have been briefed however if you would like you may contact SG. SG added that there is a Multi-Agency Team within Thames Valley Police and that they are looking to expand this and as such is happy to speak with others.

TP added that SG launched Join the Dots for the purpose of multi-agency work in Reading and are in the process of formalising this multi-agency approach. TP added that although based in Reading she believes the concept could work anywhere and added that they are looking into taking on project work. TP provided an update as she is now a non-voting trustee.

TF asked how long it took to implement this integrated team. TP responded by saying that the integration team in Children's Services is further along due to the Child Improvement Board and that they are still looking to formalise the Adult's Partnership.

TB asked if there was stakeholder involvement. SG said that not yet however projects involving stakeholders have taken place, for example work with the Reading University has involved stakeholders. TP added that stakeholder involvement is difficult however this is being looked into.

SP noted that there has been a rise in the number of deaths of individuals who are street homeless and asked how the Safeguarding Board would get involved with this. TF said that work has been going on to prevent street homelessness. TP said that they have worked with the Homelessness Team as well as Launchpad and have relayed lots of information to the front line practitioners including the relevant referral processes which they are going to be sharing with BHFT.

	<p>CM then spoke of her experience with OSARA and the approach that she believes should be taken to prevent homelessness which was to analyse the individuals idea of what their needs are and meet them if possible, after which tackling the homelessness.</p> <p>TP then said that the Safeguarding Boards role in this is to provide assurances that this issue is being handled appropriately.</p>	
<p>3. Minutes of Last Meeting and Matters Arising</p>	<p>The previous meetings Minutes were endorsed by the Board.</p> <p>TB spoke about Action Log Item 18 as a letter has been received: Emergency Duty Service Arrangements a) Seek assurance from EDS – LM/TB</p> <p>The previous meetings Action Log were endorsed by the Board.</p>	<p>Finalise and Publish Minutes – LM</p> <p>Share EDS Letter with Board - LM</p>
<p>4. Risk and Mitigation Log</p>	<p>Due to the number of outstanding actions and additional actions coming from the Learning From SAR/Audit Implementation Plan, TB has brought the Business Plan for discussion under the Boards Risk and Mitigation Log.</p> <p>TB outlined the history of the Business Plan. Previously as an outcome to the Safeguarding Adults Reviews had some significant recommendations added to it, a number of which were recommended repeatedly due to the same issues reoccurring and as such those recommendations have been added to the core of the business plan. As the Business Plan required the tracking of numerous ongoing recommendations it became a 3 year Business Plan.</p> <p>TB added that as the Business Plan needed to shift from Tertiary to Primary and Secondary areas it was adapted further. Due to limited resources among the partnership, it has been adapted to make the outcomes more achievable. However, the partnership is still struggling to meet the primary outcomes.</p> <p>As such TB has requested the Business Plan be discussed further as it is not currently fit for purpose. TB proposed 2 question to the board to discuss;</p> <p>Q1) Have we got the Business Plan right?</p>	<p>Add Business Plan to the Risk and Mitigation Log - LM</p>

	<p>Q2) How can we assure that we achieve our outcomes?</p> <p>After a brief discussion the following themes were brought forward:</p> <ul style="list-style-type: none"> -We should look into getting more value from the voluntary sector and service providers. -The current Business Plan is too large. It was suggested separating it into 3 priorities: Domestic Abuse, Marker Failure and People in Crisis. -The effectiveness of the Subgroups was queried. -Any issues that arise due to a SAR needs to be a major priority. -We need to look into how outcomes are outlined. -The Safeguarding Leads lack capacity. The number of available resources in general was discussed also. -The absence of the relevant people being at Subgroups inhibits their effectiveness. -Some outcomes aren't achievable and will be on the Business Plan indefinitely. <p>TB said that other mechanisms for meeting the Business Plan can be used, such as the Multi Agency Risk Framework, which if endorsed could meet a lot of the Business Plans outcomes. TB added that in regards to the Subgroups it may be worth looking into them and seeing if Task and Finish Groups may be more effective alternatives when targeting specific outcomes. LP spoke of how effective the last Task and Finish Group was.</p> <p>TF added to this that it does not necessarily need to be the Safeguarding Leads that look to deliver these outcomes as there may be ways of achieving them elsewhere.</p> <p>TB stated that the previous Business Plan was too simplistic and it was too easy to mark outcomes as achieved, which SAR's showed was not influencing ongoing practice.</p> <p>Due to the discussion that has taken place TB said that the Business Plan needs changing and now that LM is in post as the SAB Business Manager she can conduct a Workshop to discuss this further, along with the newly appointed substantive Safeguarding Leads in Councils.</p> <p>TP requested Elizabeth Porter also attend as she has attended all of the subgroups and as such can provide insight.</p>	<p>Business Plan Away Day to be arranged with recommendations presented to the next Board - LM</p>
<p>5. Quarterly report from subgroups</p>	<p>LM provided a summary of the distributed reports, papers 6,7,8,9,10,11</p> <p>SAR Panel Report</p>	

<p>and revised Terms of Reference</p>	<p>LM reported that the SAR Panel has been busy and currently has 9 SAR's in progress with 2 likely to come in. In regards to commissioning the SAR Reports internal reports will be the exception and most will be commissioned this is to ensure the report can be seen as independent and unbiased, LM also noted that despite the use of external commissioners this will not reduce a lot of the panel members' workload. LM also stated that they are looking into a Pan-Berkshire approach.</p> <p>SAR Panel Terms of Reference LM stated that the new ToR for the SAR Panel outlines that meetings will now be monthly, this is so that the cases presented can be discussed in further detail. TB added that this will be reviewed to ensure the additional meetings are helpful.</p> <p>The Board endorsed the new SAR Panel Terms of Reference.</p> <p>Policies and Procedures Report LM noted that Local Authorities attendance at these is poor and that Vernon Nosal who chairs these meetings will be writing to the Board to ensure attendance. TB said that arranging deputies to attend if any urgent situations arise is being looked into. SD requested she be told if someone hasn't attended in future. TB noted that despite low attendance the work is being carried out due to the people that are attending relaying the information.</p> <p>Policies and Procedures ToR The Board endorsed the new Policies and Procedures Terms of Reference. LM to feedback on the 75% attendance requirement as could not work when only 2 meetings are held a year.</p> <p>Learning, Development and Dissemination Report LM stated that this subgroup has a lot of tasks and believes it requires focus. It was discussed that the Safeguarding Level 1,2 and 3 training should be reviewed across the partnership as the landscape has changed from when they were created. TP noted that for Health the Intercollegiate Document is in place which covers this.</p> <p>LM added that there is still a focus on Bitesize Learning, there will now be 2 sessions for each topic to ensure attendance across the partnership. The topics for the upcoming sessions are: Financial Abuse, Mental Capacity, Domestic Homicide Review, Fire Safety and there is one slot empty currently.</p>	<p>Finalise SAR Panel ToR - LM</p> <p>Ensure attendance at P&P Subgroup - LM</p> <p>Update attendance rates on P&P ToR and finalise with Pan Berkshire - LM</p> <p>L,D&D ToR to be reviewed and updated in light of reestablishment of Communications Subgroup - LM</p>
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	<p>The ToR are to be rewritten to allow for a separate communications subgroup as the merger with Learning and Development has not worked.</p> <p>Performance and Quality Report LM said that it was important that the correct people are present at this meeting so that any work arising in the meetings can be carried out effectively. TB responded by saying that this can be discussed further in the Workshop.</p>	
6. Dashboard Report	<p>TB asked if the attendees have any issues with the Dashboard Report.</p> <p>No issues were raised however KK wanted to make note that there are positive changes within the Report such as the figures regarding Advocacy.</p>	
7. Information Audit Report	<p>Due to time constraints this is to be added to the agenda for the next Board Meeting and discussed then.</p>	LM to add to the June Agenda.
8. Out of Area Placements	<p>TB stated that this is an agenda item as a response to the Somerset SAB Board which has a large number of out of area placement that have not been reviewed by the LA that placed them there and requested a response from the Board as to what checks are carried out when making an out of area placement.</p> <p>SD, TF, KK and AS provided responses on behalf of their organisation, written summaries to be provided to LM in order to provide a summary to the Board and a response to Somerset SAB, which will be brought to the next meeting.</p>	<p>Written responses to be provided to LM – SD,AM, KK, TF</p> <p>Summary on responses to be brought to next board - LM</p> <p>Response to Somerset to be drafted and brought to next board - LM</p>
9. Domestic Abuse Event	<p>TB confirmed that an event will be planned with other associated partnerships (eg CSBs and CSPs) and that this will be discussed in the Business Planning workshop.</p>	Discuss at Business Plan Workshop - LM
10. Drop in Safeguarding	<p>LM presented paper 15 Drop in Safeguarding Concerns explanation V.1.0 which outlines that the number of safeguarding concerns across the LA's has dropped whereas nationally there is an increase. LP queried the response given by Wokingham. LA safeguarding leads to review paper and feedback any inaccuracies</p>	Feedback on paper to be provided to LM – LA Safeguarding Leads

Concerns	to LM who will update accordingly.	Report to be amended based on feedback - LM
11. SAB Budget	<p>TB said that discussions in June will be taking place regarding the proportionate funding for the Local Authorities and Health.</p> <p>The SAB have agreed to provide £800 for a campaign on hidden carers. KK said that NHS England have provided, £5000 which has been agreed to carry out a Hidden Carers Campaign which will run for 6 months, during that time a helpline will be made available. Case reviews have demonstrated a need for this.</p>	<p>KK to share details of campaign with the Board</p> <p>Feedback on the success of the campaign to be reported to the Board - KK</p>
12. Communication Items for the Board	To be discussed in a future meeting.	LM to add to agenda
13. AOB	<p>LM referred to paper 17 SAR AB.</p> <p>The SAR was endorsed by the Board.</p> <p>Discussions took place regarding the password protection and encryption of the papers and minutes of the meeting. It was agreed that the process will revert to how it was previously, which will just require a password to access the relevant papers.</p>	Finalise AB SAR - LM

Endorsed by Board on 20.06.2019