



West of Berkshire Safeguarding Adults Board Meeting

6 January 2020

MINUTES

Present:			
Name:	Position:	Organisation:	Abbreviation:
Chair of Meeting: Teresa Bell	Independent Chair	SAB	TB
Carl Borges	Advocacy Services Manager of Reading Voice	Reading Voice / Healthwatch, Reading	CB
Graham Bridgman	Deputy Leader and Executive Member for Adult Social Care	West Berkshire District Council	GB
Simon Broad	Assistant Director	Wokingham Borough Council	SB
Paul Coe	Acting Head of Social Care	West Berkshire Council	PC
Julia Daunt	Inspection Manager (Berkshire & Borders), Adult Social Care	Care Quality Commission (CQC)	JD
Seona Douglas	Executive Director of Adult Care and Health Services	Reading Borough Council	SD
Teresa Gravett-Smith	Safeguarding Lead and Principal Social Worker	Reading Borough Council	TGS
Mike Harling	Principal Social Worker	West Berkshire District Council	MH
Heidi Ilsley	Deputy Director of Nursing	Berkshire Healthcare Foundation Trust	HI
Kathy Kelly	Head of Safeguarding Adults	NHS Berkshire West Clinical Commissioning Group (CCG)	KK
Cath Marriott	Violence Reduction Lead, Policy Development – Partnerships and Performance	Office of the Police and Crime Commissioner – Thames Valley (virtual SAB member)	CM
Lynne Mason	SAB Business Manager	SAB	LM
Lorna Pearce	Safeguarding Strategic Services Manager	Wokingham Borough Council	LP
Elizabeth Porter	Lead Nurse for Safeguarding Adults (representing Patricia Pease)	Royal Berkshire Hospital	



Name:	Position:	Organisation:	Abbreviation:
Hannah Powell	Senior Probation Officer (Berkshire)	Thames Valley Community Rehabilitation Company (representing John Ennis from National Probation Service)	HP
Susan Powell	Building Communities Together Team Manager	Wokingham Borough Council / BCT	SP
Sara Ross	Service Manager Prevention and Safeguarding Adults	West Berkshire District Council	SR
Rachel Spencer	CEO	Reading Voluntary Action	RS
Katherine Beet	Business Support Officer (Minute Taker)	SAB	KB
<u>Presenting:</u>			
Eve McIlmoyle	Learning & Workforce Development Officer (representing L&D Subgroup)	Reading Borough Council	EM
<u>Apologies/Did not attend:</u>			
Linda Andrew	Acting Head of Service	Emergency Duty Service	LA
Jon Dickinson	Deputy Director of Adult Social Care	Reading Borough Council	JD
Jennifer Daly	Safeguarding Programme Lead	NHS England South (South East)	JD
John Ennis	Senior Probation Officer	National Probation Service	JE
Anthony Hesleton	Head of Safeguarding & Prevent Lead	South Central Ambulance Service	AH
Councillor Tony Jones	Councillor	Reading Borough Council	TJ
Mandeep Kaur Sira	CEO	Healthwatch Reading	MS
Simon Leslie	Solicitor, Joint Legal Service (virtual SAB member)	Reading Borough Council	SL
Councillor Charles Margetts	Executive Member for Adult Social Care	Wokingham Borough Council	CM
Dorcas Nyabunze	Head of Service	Emergency Duty Service	DN
Patricia Pease	Associate Director for Safeguarding and Mental Health (represented by Elizabeth Porter)	Royal Berkshire NHS Foundation Trust	PP
Matt Pope	Director Of Adult Service	Wokingham Borough Council	MP
Garry Poulson		Volunteer Centre West Berkshire	GP
Julia Powers	Senior Probation Officer – East Berks PPU (virtual SAB member)	National Probation Service	JP



Name:	Position:	Organisation:	Abbreviation:
Simon Price	Head of Housing (virtual member)	Wokingham Borough Council	SP
Debbie Simmons	Nurse Director	NHS Berkshire West Clinical Commissioning Group (CCG)	DS
Nicola Strudley	Consumer Champion & Healthwatcher (Locality Manager)	HealthWatch Wokingham	NS
Liz Warren	Risk Reduction Manager	Royal Berkshire Fire and Rescue Service	LW
Zelda Wolfle	Assistant Director of Housing & Communities	Reading Borough Council	ZW
Dates of future meetings:	Tuesday 24 March 2020, 10am-1pm, West Berkshire, Council Chambers		

Item	Discussion	Action
1.	<p>Welcome and Introductions</p> <p>TB opened the meeting and there was a round of introductions with an emphasis upon the theme being discussed at this meeting, which is organisational safeguarding.</p>	
2.	<p>Ben SAR – Paper 1</p> <p>LP noted conflict of interest for the Minutes.</p> <p>KK presented this item giving a brief case history outlining positive outcomes from the SAR. These included the occurrence of mental health capacity reports which had previously been overlooked, effective collaboration between agencies, implementing DoLs and how the process linked into safeguarding, effective use of strategy meetings, appropriate agency responses and the commissioning of good quality health and social care, in particular, the care in reach team.</p>	

Item	Discussion	Action
	<p>It was noted by TB that the Report focused upon oversight by commissioning, namely that stakeholders were unfamiliar with the SAR process. Going forward, the SAB needs to focus on resolving this. CB raised a question about what happens when concerns are raised by families about care; MH stating that these should be shared and addressed by the Local Authority</p> <p>SD: When commissioning external Best Interest Assessors do we have a contract setting out the required standards of that assessor? All agreed that a standardised contract for Best Interest Assessors could be developed by the LA's.</p> <p>The report further highlights the importance of understanding partner structures to support a multiagency and co-ordinated approach to Safeguarding. Statutory partners will be providing their safeguarding structures to LM which will be added to the SAB website.</p> <p>Recommendations are as follows:</p> <ul style="list-style-type: none"> • DOLS assessor noted room for improvement regarding serious concerns framework. • Communication issues raised concerning updating victims/witnesses where criminal elements are pertinent to a case. • Missed opportunity to initiate early help response team. • Full report, excluding Appendix 1 to be published, along with Practice Note. <p>It was noted that some of the above recommendations are already incorporated into the SAB Business Plan.</p> <p>Everybody is agreeable to endorsing Report.</p>	<p>SD to work with West Berkshire Council and Wokingham Borough Council to create a contract for Best Interest assessors.</p> <p>SAR Panel – Agree publication plan.</p> <p>LM – Add recommendations to the Learning from SAR/Audit Implementation Plan.</p> <p>Report to be endorsed.</p>

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3.	<p>Atlas SAR - Paper 3</p> <p>A SAR commissioned by Devon SAB; West of Berkshire statutory agencies contributed to this SAR, as they commissioned beds from this provider.</p> <p>Despite the fact that this Report focuses on nationwide recommendations which go wider than the jurisdiction of this Board, it is important to consider nonetheless.</p> <p>TB proposed that this case is used to review our practice around out of area commissioning, despite the length of time that has passed since the review.</p> <p>It was agreed that the learning from this SAR, complements the learning from the Ben SAR and the work the Board has done recently regarding out of area commissioning. A set of questions will be developed from the recommendations of Atlas and Ben and sent to commissioning authorities (LA's and CCG) to complete. The responses will then be summarised and reviewed by the SAB with the view that a task and finish group will be set up to agree an action plan around the learning from these SARs. Input will be needed from commissioning teams across the partnership. Whilst there are joint commissioning groups currently set up, it was not thought that this piece of work would fall within their remits.</p> <p>LP raised the point that we need to ensure that we have the right organisations dealing with commissioners locally from a safeguarding perspective.</p>	<p>A set of questions for commissioners from Ben and Atlas SAR to be created for completion by commissioning authorities - LM</p>

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4.	<p>Care Quality Commission – Update</p> <p>JD, CQC Inspection Manager, attended the SAB to answer questions the SAB may have.</p> <p>The SAB were provided with CQC Safeguarding Statement, CQC Regional profile for South Case and Data Profiles for Reading, Wokingham and West Berkshire.</p> <p>JD summarised that CQC would work with Local Authorities in the event of provider failure and/or organisational safeguarding concerns. Concerns about providers are logged by the CQC and shared with the CQC Inspector of that provider who will share if appropriate. The CQC deal with a lot of vexatious complaints.</p> <p>TB acknowledged that it would be useful to consider the local data profiles as they focus upon care for the elderly nationally with comparators whereas Local Authority profiles concentrate on how elderly people move through the system.</p> <p>A CQC review on Restraint and Exclusion is due to be published imminently.</p>	
5.	<p>Provider Survey Analysis – Paper 8</p> <p>LM presented the provider survey analysis.</p> <p>The Report considers anyone who provides services to vulnerable adults in the area, 22 responses were received. There is a need to consider the recommendations stated in the report, for example, the concerns raised regarding lack of planning by commissioning and a need for better partnership working between the provider and the commissioner.</p> <p>LM raising findings and concluding that the SAB newsletter is to be reintroduced.</p>	<p>Recommendations to be added to the Learning from SAR/Audit Implementation Plan and actioned – LM</p> <p>Summary of questionnaire response and actions to be taken by SAB to be written and published – LM</p> <p>SAB newsletter to be reintroduced - LM</p>

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	<p>Each LA stated that they have a provider forum in their area, in which the SAB can feed into.</p> <p>TB summarising reminder of themes and that further action is required. Discussion around funding and staff retention issues follow as this Survey Analysis links into the work we do.</p> <p>TB acknowledging the Board’s involvement where there is an impact upon safeguarding in terms of the role which commissioning plays as per the point raised by SB.</p>	<p>Discuss concerns raised about funding and staff retention when meeting with chief executives - TB</p>
<p>6.</p>	<p>Minutes of Last Meeting and Action Log – Papers 9 and 10</p> <p>No amendments to Minutes except for track changed comments. Minutes endorsed.</p> <p>Action 17 Adult at Risk Programme – Fire Safety equipment guide/pricelist (on Rolling Action List). The SAB felt that this information should be published on the SAB website, this will need to be checked with the RBFRS.</p> <p>The Office of Public Guardian: there was an action for SD to establish a link between the OPG and the SAB. A link has since been identified by TB. These details are to be shared with SD.</p>	<p>Finalise and Publish minutes - LM</p> <p>Add Fire Safety Equipment/guide onto website, if permission given by RBFRS - LM</p> <p>Share OPG contact details with SD - LM</p>

Item	Discussion	Action
7.	<p>West of Berkshire – Risk Management Process Proposal (Paper 11)</p> <p>It was acknowledged that there is difficulty with standardising across the partnership due to different organisational process. There is an outstanding issue that the process does not address which is: how do community and voluntary sectors refer into this? It was recognised that this process would only be initiated after care management, section 42 and RAMP processes and other processes had been exhausted and it would be the expectation of the safeguarding teams for the VCS to contact them directly if they had concerns about the way in which a case was progressing.</p> <p>The process requires details of other processes that should be initiated. Once added the SAB will endorse this process and an implementation plan will be agreed.</p>	<p>Add in reference to other LA process and agree implementation plan - LM</p>
8.	<p>Annual Report – Paper 12 – Appendices 12A-12G</p> <p>Discussion Point Amendments:</p> <ul style="list-style-type: none"> • KK referred to the inadvertent omission of the NHS Berkshire West Clinical Commissioning Group (CCG) paper; ensure their Report included when Report Appendices are finalised. • Audit of safeguarding concerns will be commissioned in 2020/21, action will be added to the Business Plan. • TB acknowledging that there may be an issue with Local Authorities as may get in way of ordinance with SD stating that we need to align dates • GB proposed rewording bullet point 3 on page 4 under West Berkshire section. <p>SP: Change all references from Childrens “Board” to “Partnership” in document.</p>	<p>Investigate CCG omission and rectify – LM/KK</p> <p>Add Safeguarding concerns audit to 20/21 Business Plan – LM</p> <p>Share H&W Board presentation dates with LA’s – LM</p> <p>Amend bullet point 3, page 4 – LM</p>

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	<p>The SAB endorsed the report.</p>	<p>Amend reference to Children’s Board – LM</p> <p>Report endorsed.</p>
<p>9.</p>	<p>Review of Safeguarding Training across the SAB Partnership, Business Plan Action 1.3 – Paper 13</p> <p>LP presented a review of safeguarding training. The review identified that learning objectives had become diluted as training tried to cover too much content. During the review consideration was given as to whether 3 level training structures are still appropriate and how to measure training outcomes. It is recommended that the number of training levels is increased to 5.</p> <p>The report set out recommendations for the SAB, which were approved. The L&D Group will create an implementation plan and will highlight to the SAB any concerns about implementation. It was recognised by the SAB that this will be the main focus of the L&D subgroup.</p>	<p>Implementation plan to be created – L&D Subgroup</p>

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10.	<p>Joint Safeguarding Conference – Paper 14</p> <p>EM joined meeting to present - paper circulated in January 2019, summarising the outcome of the joint safeguarding conference in January 2019. The event was a success with 141 delegates and running at cost.</p> <p>Question to Board: can we continue with conference as an annual event and at what cost? it was agreed that as there is a Thames Valley wide conference planned for 2020 with a focus on Domestic Abuse, a joint conference will not be held in 2020.</p> <p>However, the SAB would support a conference on targeted exploitation which could be run in conjunction with the East Berkshire SABs and Community Safety Partnerships. CM stated that this is something TVP may be able to support. It was agreed that this will be explored further, and that the reserved conference venue for September 2020 will be considered to hold such an event.</p>	<p>Contact stakeholders to ask if they will be willing to work on such a conference and set up task group - LM</p>
11.	<p>Subgroups update to the Safeguarding Adults Board – Papers 15 and 15A</p> <p>Attendance does remain an issue at all subgroups (apart from SAR Panel). SAB partners are asked to prioritise these meetings.</p> <p><u>SAR Subgroup:</u> The SAR subgroup is busy and it is not complying with the Pan Berkshire Policies and Procedures requirement of completing SARs within six months. This will be raised with the Pan Berkshire Policies and Procedures Subgroup. SD noted that by extending the deadline, that this may increase the length of time it takes further. Therefore, a review by the SAR Panel on those SARs that have exceeded six months should take place.</p>	<p>Raise issue with six month SAR deadline with Pan Berkshire Policies and Procedures Subgroup - LM</p>

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12.	<p>SAB Dashboard and SAB KPT Report – Q1 and Q2 2019/20 – Papers 16 and 17</p> <p>For SAB to note.</p>	
13.	<p>Business Plan and Learning from SAR/Audit Implementation Plan – Papers 18 and 19</p> <p>TB: Latest update on Business Plan; there are a number of actions in red and amber as there are issues with capacity. There are plans in place to deliver those actions with deadlines being moved to 20/21. The SAB remains confident with the actions set out within the Business Plan. A review meeting will be scheduled with Subgroup Chairs when setting the 20/21 Business Plan.</p>	<p>Review 20/21 Business Plan with Subgroup Chairs prior to being presented at the SAB – LM/TB</p>
14.	<p>Risk and Mitigation Log – Paper 20</p> <p><u>Brexit:</u> Agreed that the SAB should contact chief executives from statutory partners to ensure that contingency plans are in place for Brexit.</p>	<p>Letter to be sent to chief executives of statutory partners for Brexit – LM/TB</p>
15.	<p>SAB Budget – Paper 21</p> <p>Back of bus campaign assisted in identifying unknown carers. KK explaining that marketing adverts reached a wide demographic community. KK requesting an additional £300 budget, have already had £800.</p> <p>It was agreed that due to the potential shortfall in budget for 20/21 that funding partners would be emailed to seek approval for this funding request.</p>	<p>LM to email funding partners to request permission to realise £300 from the SAB’s budget for the unknown carers project - LM</p>

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16.	<p>Review of Board ToR/Constitution and Board Member Induction Pack – Papers 22-25</p> <p>SAB asked to endorse revised documents.</p> <p>SP: A couple of changes required to children’s arrangements are required.</p> <p>GB: raising issues of wording around membership; more emphasis around voting arrangements required.</p> <p>All to share feedback on the documentation to LM for updating.</p>	<p>Any amendments/comments to be shared with LM - All</p> <p>SP to liaise with LM as a couple of changes are required to children’s arrangements SP/LM</p> <p>Clarify definition around who has voting rights, where there is more than one person representing an organisation present at SAB – LM/KB</p>
17.	<p>Communication Items for the Board</p> <p>KK: postural management and awareness video to be released within next couple of weeks.</p> <p>EP: busy and challenging in Accident & Emergency due to complex patients.</p> <p>CM: Thames Valley Partnership has been awarded a grant to tackle violent crime, it is currently identifying how to spend this money, but it will be used in frontline service delivery.</p>	
18.	<p>Any Other Business</p> <p>None.</p>	