



Minutes of the Nottinghamshire Safeguarding Adults Board Meeting

Held on 10th April 2014

***Nottinghamshire Safeguarding Adults Board
C/o Safeguarding Adults Strategic Team
County Hall
West Bridgford
Nottingham
NG2 7QP
Tel No: 0115 977 3911***

Attendance List for the NSAB Meeting 10th April 2014

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Allan Breeton Chair	Independent Chair, Nottinghamshire Safeguarding Adults Board	√		
Amanda Sullivan Vice Chair	Chief Operating Officer, Newark and Sherwood CCG		√	
Alfonzo Tramontano Board Member	Assistant Director of Nursing, Patient Experience, NHS England		√	
Alison Kirk Board Member	Patient Experience Manager, NHS England	√		
Amanda Jones	Adult Safeguarding Lead, Nottingham North and East CCG	√		
Andrew Haynes Board Member	Medical Director, Sherwood Forest Hospitals Trust		√	
Bernadette Carter	Senior Solicitor (Litigation), Safeguarding and Social Care, Legal Services, Nottinghamshire County Council	√		
Bob Ross Board Member	Nottinghamshire Safeguarding Adults Board Manager, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Caroline Baria Board Member	Service Director, Joint Commissioning, Quality and Business Change, Nottinghamshire County Council	√		
Cathy Burke Deputy for Nicola Ryan	Nurse Consultant, Safeguarding, NHS Bassetlaw CCG		√	
Chris Hooper Board Member	Engagements and Partnerships Manager, Nottinghamshire Fire and Rescue Service	√		
Claire Bearder Board Member	Group Manager, Safeguarding Adults Team, Nottinghamshire County Council	√		
Deanna Westwood Associate Member	Compliance Manager, Care Quality Commission		√	
Deborah Kitson Associate Member	CEO, Ann Craft Trust	√		
Elaine Moss Board Member	Director of Quality and Governance, Newark and Sherwood CCG	√		
Gill Genders	Doncaster & Bassetlaw Hospitals NHS Foundation Trust	√		
Helen Chamberlain Board Member	Superintendent, Nottinghamshire Police	√		
Jane Freezer	Safeguarding Adults Advisor, Sherwood	√		

Deputy for Andrew Haynes	Forest Hospital Trust			
Jeanette Brown Associate Member	Local Service Manager, POhWER	√		
Jon Wilson Board Member	Deputy Director, Adult Social Care, Health and Public Protection, Nottinghamshire County Council	√		
Julie Cuthbert Board Member	Senior Audience and Communications Officer, Nottinghamshire County Council	√		
Julie Gardner Board Member	Associate Director for Safeguarding and Social Care, Nottinghamshire Healthcare NHS Trust	√		
Mark Taylor Board Member	Service Director, Nottinghamshire Probation Trust		√	
Nicola Ryan Board Member	Head of Assurance/Deputy Nurse, NHS Bassetlaw CCG		√	
Paul McKay Board Member	Service Director, Adult Social Care, Health and Public Protection, Nottinghamshire County Council		√	
Richard Parker Board Member	Director of Nursing, Midwifery and Quality, Doncaster & Bassetlaw Hospitals NHS Foundation Trust	√		
Rob Morris (Dr) Board Member	Consultant Physician, Nottingham University Hospitals NHS Trust	√		
Ruth Hyde Board Member	CEO, Broxtowe Borough Council	√		
Sarah Banks Associate Member	Advanced Legal Practitioner, Legal Services, Nottinghamshire County Council		√	
Steve Edwards Board Member	Service Director, Children's Social Care, Nottinghamshire County Council		√	
Sue Matthews Associate Member	Crown Advocate, Crown Prosecution Service		√	
Tina Lowe Board Member	Training Co-ordinator, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Tracy Mullaney	Development Officer, NAVO	√		
Wendy Hazard Board Member	Locality Quality Manager – Nottinghamshire, North Division East Midlands Ambulance Service	√		
Elaine Bayliss Guest	Independent Chair, Lincolnshire Safeguarding Adults Board	√		
Anna Jakeman Minute Taker	Business Support Administrator, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		

Minutes of the NSAB Meeting 10th April 2014

Agenda Item	Discussion	Action by	By date
1.	Welcome, Introductions and Apologies		
	<p>Allan welcomed all to the meeting, particularly Elaine Bayliss, the Independent Chair for Lincolnshire's Safeguarding Adults Board, and Tracy Mullaney of NAVO.</p> <p>Elaine was attending as an observer. Lincolnshire's Safeguarding Adults Board has not been in existence for as long as Nottinghamshire, and she wished to benchmark against the NSAB.</p> <p>Tracy has taken over from Sally Moorcroft as the Board representative for NAVO.</p> <p>Introductions were made of all attendees. Apologies were given as detailed above.</p>		
2.	Minutes of the Board Meeting held on 9th January 2014		
2.1	<p>Allan first drew the Board's attention to the "Safeguarding Adults – A Joint Statement" document which had been distributed with the Board papers for information, stating that he had found it a useful and informative document.</p> <p>The Minutes of the Board Meeting held on 9th January 2014 were then considered.</p> <p><u>Points of Accuracy</u></p> <p>Caroline Baria stated that Action 2.1 needed to be re-worded and separated into two separate actions.</p> <p>The first action should state "Caroline is to provide a summary report at the next Board meeting in relation to the Strategic Review of the Care Home Sector across Nottinghamshire and Nottingham City. The report is to be emailed to Bob Ross for distribution a week before the meeting."</p> <p>The second action should state "Caroline and Elaine are to meet to review the recommendations made in the Francis Report and the level of scrutiny being applied to both Health and Social Care to ensure that there are no gaps".</p> <p>Action: Anna Jakeman is to make the amendments to Action 2.1 of the NSAB minutes of the meeting held on 9th January 2014. <u>Update: Anna has made the amendments required.</u></p> <p>There were no other points of accuracy raised and, subject to the above amendments being made, the minutes were agreed to be a true and accurate record of the meeting.</p> <p><u>Matters Arising</u></p>	<p>Anna Jakeman</p>	<p>17.04.14</p>

	<p><i>Action 2.1 (as amended above) – Caroline is to provide a summary report at the next Board meeting in relation to the Strategic Review of the Care Home Sector across Nottinghamshire and Nottingham City. The report is to be emailed to Bob Ross for distribution a week before the meeting:</i></p> <p>A report on the Strategic Review of the Care Home Sector across Nottinghamshire and Nottingham City had been submitted by Caroline for the Board. Caroline confirmed that the Strategic Review was chaired by Allan, and included representatives from the County and City Councils, the CCGs, and local Healthwatch organisations. The review is now complete, and Caroline felt that there would be benefit in the Board receiving a regular report providing an update on the actions taking place in relation to the recommendations of the Review.</p> <p>Elaine Moss suggested that a report should be provided to the NSAB at the next couple of meetings, and this can then be reviewed in six months' time.</p> <p>Ruth Hyde agreed, but stated that there is a need to acknowledge that individuals are often placed out of county. She queried whether the work undertaken covers such circumstances. Caroline responded that the Review concentrated on care homes in Nottingham City and Nottinghamshire, not those out of county. However, there is a communication system in place with providers who have homes in both Nottinghamshire and further afield, which involves the sharing of information. In addition, if a Local Authority takes action in relation to a care home in its area, a letter will be sent to service directors in other Local Authorities advising of the position in case individuals are being placed out of county within the relevant home. Ruth felt that there needed to be an acknowledgment that it is not possible to have tight control over such circumstances. Allan acknowledged Ruth's concerns.</p> <p>Chris Hooper commented that the Fire Service is currently involved in a SCR in the City in relation to incidents in care homes. He stated he would speak to Caroline outside the Board meeting in that regard.</p>		
2.2	<p>Action: Chris Hooper is to liaise with Caroline Baria regarding a SCR in Nottingham City involving incidents in care homes.</p> <p>It was agreed that Paul McKay, who is replacing Caroline on the NSAB, would bring a report to the next two NSAB Meetings in relation to actions being taken further to the recommendations from the Strategic Review.</p>	Chris Hooper	17.04.14
2.3	<p>Action: Paul McKay is to provide a report to the Board for the next two meetings on the actions being taken further to the recommendations of the Strategic Review of the Care Home Sector across Nottingham and Nottingham City.</p>	Paul McKay	03.07.14 02.10.14
2.4	<p><i>Action 2.2 (as amended above) - Caroline and Elaine are to meet to review the recommendations made in the Francis Report and the level of scrutiny being applied to both Health and Social Care to ensure that there are no gaps:</i></p> <p>Elaine confirmed that she and Caroline are due to meet on 29th April. She added that, in Health, there are a number of reviews taking place. Allan noted that there was a significant amount of work ongoing, and the Board needs to remain assured of it. Elaine and Caroline confirmed that an update will be provided to the Board at the next meeting.</p> <p>Action: Elaine Moss is to provide an update to the Board at the next meeting further to her meeting on 29th April with Caroline Baria to review the recommendations made in the Francis Report and the level of scrutiny being applied to both Health and Social Care.</p> <p><i>Action 2.3 – Julie Cuthbert is to ask Stuart Sale and the Performance Team to</i></p>	Elaine Moss	10.07.14

	<p><i>assist her in identifying number of reports of adult abuse so that a target can be set for the Communications Plan Business Objectives, and provide an update to the Board at the next meeting:</i></p> <p>Julie Cuthbert confirmed that the problems which have been faced with the data systems are ongoing, and the data is still not available. The Board agreed to carry the action forward to the next meeting.</p> <p>2.5 Action: Julie Cuthbert is to ask Stuart Sale and the Performance Team to assist her in identifying number of reports of adult abuse so that a target can be set for the Communications Plan Business Objectives, and provide an update to the Board at the next meeting.</p> <p><i>Action 2.4 – Deborah Kitson is to provide an update in relation to a workshop held in the summer which considered sexual violence against children and vulnerable adults at the next Board meeting:</i></p> <p>Deborah Kitson stated that the workshop had recognised that sexual abuse against vulnerable people is not always taken seriously enough. It is often difficult to assess the impact on people who are being supported after abuse, for example because of learning disabilities, and this needs to be considered in sentencing perpetrators.</p> <p>Helen Chamberlain added that a review is currently underway looking at how vulnerable witnesses are dealt with. There have been a number of high-profile cases, and the Child Abuse National Panel is reviewing older cases. The Criminal Justice System is looking at sentencing in relation to vulnerable victims.</p> <p>Deborah confirmed that if she receives a formal report in relation to the workshop she will provide it to the Board.</p> <p><i>Action 2.5 – Bob is to arrange for the ADASS responses to be published on the website:</i></p> <p>Bob Ross confirmed that the responses to the ADASS top tips are on the website through the below link, and this action is complete. http://www.nottinghamshire.gov.uk/caring/adultsocialcare/backgroundsupport/safeguardingadults/training-and-resources/resources-and-external-links/</p> <p><i>Action 2.6 – Allan, Bob and Claire are to discuss the SAAF returns and their submission, and update the Board at the next meeting:</i></p> <p>Allan confirmed that he, Bob and Claire Bearder had met, and the Report on the QA Sub-Group covered this in more detail.</p> <p><i>Action 2.7 – Elaine is to provide a further update in relation to the Health and Wellbeing Report on Winterbourne View at the next Board meeting:</i></p> <p>Elaine confirmed that two residents in Nottinghamshire will not meet the deadline of the end of May 2014 for a move, but there are interim placements for them. Jon Wilson added that a number of people were assessed last year as being potentially ready to be discharged and return home, but in some cases their situation has now changed and they are no longer able to do so. Some may now be under Community Services. He stated that the next Health and Wellbeing Board meeting is scheduled to take place in May, so he will be in a position to provide a further update to the Board at the next meeting.</p>	Julie Cuthbert	10.07.14
2.6	<p>Action: Jon Wilson is to provide a further update in relation to the Health and Wellbeing Report on Winterbourne View at the next Board meeting.</p> <p><i>Action 2.8 – Julie Cuthbert is to ensure that there is an additional question included in the safeguarding awareness survey due to be completed in Summer 2014 and in future years to validated whether people really do know how to report Safeguarding issues:</i></p> <p>This action is carried forward, as it is due for completion in June 2014.</p>	Jon Wilson	10.07.14

<p>2.7</p>	<p>Action: Julie Cuthbert is to ensure that there is an additional question included in the safeguarding awareness survey due to be completed in Summer 2014 and in future years to validate whether people really do know how to report Safeguarding issues.</p> <p><i>Action 3.1 – Bob, Claire and Cathy are to arrange a meeting to discuss the Performance Management Framework and update the Board at the next meeting:</i> Claire confirmed that she and Bob had met Cathy Burke and Donna Payne to review the document. Cathy is to provide data to the QA Sub-Group, and Donna is to look into extending the pilot scheme beyond Bassetlaw. Claire confirmed that any updates for the Board would be provided as part of the QA Sub-Group’s update at future meetings.</p> <p><i>Action 4.1 – Allan, Bob, Claire Bearder and Elaine are to arrange a meeting with Claire Grainger to discuss Healthwatch and its relationship with the Board and other organisations, and provide an update at the next meeting:</i> Allan confirmed that the meeting with Healthwatch had taken place in March, and Claire Grainger from Healthwatch is to be an associate member of the Board.</p> <p><i>Action 5.1.1 – Alison is to look at whether any of the work being undertaken by NHS England could be used by Communications and feed back to Julie Cuthbert:</i> Alison Kirk confirmed that she has liaised with Julie, and the action is complete.</p> <p><i>Action 5.1.2 – Julie Cuthbert is to arrange for the initial proposed layouts for the website to be emailed out to all:</i> Julie confirmed that the proposed layouts for the website have been sent out, and the action is complete.</p> <p><i>Action 5.1.3 – all Board members are to review the proposed layout once received, and provide any feedback to Julie Cuthbert as soon as possible:</i> Julie confirmed that she has received some comments. She added she would provide more information in relation to the proposals for the website when she gave an update on the Communications Sub-Group later in the meeting.</p> <p><i>Action 5.2.1 – Tina is to bring a report on the Cross-Authority QA Scheme to the next Board meeting:</i> Tina Lowe confirmed that a report has been circulated, and she would provide information on the QA Scheme when she gave an update on the Training Sub-Group later in the meeting.</p> <p><i>Action 5.2.2 – Alison is to provide the results of the “safeguarding needs analysis” to the Training Sub-Group once it is completed:</i> This action has not been completed, and is carried forward to the next meeting.</p>	<p>Julie Cuthbert</p>	<p>June 2014</p>
<p>2.8</p>	<p>Action: Alison Kirk is to provide the results of the “safeguarding needs analysis” to the Training Sub-Group once it is completed.</p> <p><i>Action 5.3.1 – Claire is to add a fourth aim to the Terms of Reference to cover work around service user involvement:</i> Claire confirmed that this would be covered when she provided an update on the QA Sub-Group later in the meeting.</p> <p><i>Action 5.3.2 – Claire is to invite Healthwatch to have representation on the QA Sub-Group:</i> Claire confirmed that Healthwatch has been invited to have representation on</p>	<p>Alison Kirk</p>	<p>10.07.14</p>

	<p>the Sub-Group and a response is awaited.</p> <p><i>Action 5.3.3 – Claire, Alison and Jeanette are to discuss representation from their organisations on the QA Sub-Group:</i> Jeanette is due to join the QA Sub-Group and this action is complete.</p> <p><i>Action 5.3.4 – all Board members are to review the new version of the QA Terms of Reference and send any comments to Bob Ross:</i> Claire confirmed that this would be covered when she provided an update on the QA Sub-Group later in the meeting.</p> <p><i>Action 5.3.5 – Claire is to bring the updated Terms of Reference to the Board meeting in April for further review and sign-off:</i> Claire confirmed that this would be covered when she provided an update on the QA Sub-Group later in the meeting.</p> <p><i>Action 5.3.6 – Chris Hooper is to complete the Fire Service SAAF and return it to Bob:</i> Bob confirmed that the SAAF from the Fire Service has been received, and this action is complete.</p> <p><i>Action 6.1 – Claire is to arrange for an audit of the 112 EMAS cases to be completed to establish if feedback from the MASH is being given:</i> Claire confirmed that this would be covered when she provided an update on the first year of operation of the MASH later in the meeting.</p> <p><i>Action 6.2 – all Board members are to send details of the correct person(s) for receiving feedback in relation to referrals to Claire Bearder:</i> Claire confirmed that this would be covered when she provided an update on the first year of operation of the MASH later in the meeting.</p> <p><i>Action 6.3 – Wendy is to send details of the EMAS cases to Claire Bearder so that they can be looked into:</i> This action is complete.</p>		
3.	Current SCR		
	Confidential item.		
4.	Deprivation of Liberty Safeguards (DoLS) – Implications of the Cheshire West Judgment		
	<p>Bernadette confirmed that a report written by Sarah Banks had been distributed to the Board, together with a copy of the Judgment.</p> <p>The Judgment is a major shift from the previous position, and one of the main issues is a question over when “support” becomes “control”.</p> <p>There are some grey areas which may lead to further challenge.</p> <p>Bernadette confirmed that Jon has already met with members of the legal team to discuss what needs to be done and what resources will be required within Adult Social Care and care homes as a result of the Judgment. Primarily, there will be an issue around resources.</p> <p>Allan queried what the Judgment will mean for the Local Authority, and Jon confirmed that it is anticipated there will be a tenfold increase in the number of referrals received (currently there are around 200 per year) which could lead to</p>		

<p>4.1</p>	<p>an increase in costs of between £3million and £5million. There will also need to be a review of the current systems and processes. Estimates are being made based on the information held about potential numbers. Changes will need to be made as quickly as possible to avoid the Local Authority acting outside the law, but it will take time.</p> <p>Jon added that the Local Authority is currently in a difficult financial position, so approaching it for further funding is not easy. There is also a need to establish the level of capacity which will be required to deal with the increased referrals.</p> <p>Jon stated that, in theory, the Judgment “makes sense”, but in practice it will affect people and not necessarily for the better.</p> <p>Caroline commented that work is needed to raise awareness with providers, and an increase in resources for training will therefore also be needed.</p> <p>Allan then queried what the Judgment will mean for Health, and Rob Morris responded that an increase from approximately 1,800 to approximately 10,000 referrals per year is anticipated. It is estimated that approximately 25% of people arriving at hospital will lack capacity, but currently NUH works on the principle of restricting, rather than depriving, liberty and the intention is to continue to do so until there is more clarification in respect of the Judgment.</p> <p>Richard Parker believed that the CQC will now be using the Judgment when carrying out inspections, which may lead to problems if the organisation being inspected is not acting in accordance with the Judgment.</p> <p>Jon stated that, in Adult Social Care, rather than assessing every individual in a care home, those who were previously assessed will be reassessed, with some additional assessments also taking place.</p> <p>Elaine stated that a consistent approach is needed in Health. She suggested that NHS England should take the lead, which Health organisations can then follow.</p> <p>Allan informed the Board that it needs to be assured that work is ongoing in relation to the Judgment. He asked that relevant Board members keep the Board updated at future meetings.</p> <p>Action: Relevant members of the Board are to provide updates at future Board meetings in relation to the ongoing work resulting from the Cheshire West Judgment.</p>	<p>ASCH and Health Board Members</p>	<p>10.07.14 and ongoing</p>
<p>5.</p>	<p>Independent Mental Capacity Advocates</p>		
	<p>Jeanette stated that papers had been distributed prior to the meeting, and explained that Independent Mental Capacity Advocates (IMCAs) assist individuals who lack capacity to make decisions (for example, in relation to a change of accommodation or medical treatment).</p> <p>Jeanette informed the Board that, nationally, the use of IMCAs is increasing, although in relation to Adult Social Care and DoLS use is decreasing. She added that there is a breakdown of figures in relation to Nottinghamshire towards the end of the distributed Department of Health report.</p> <p>Within Nottinghamshire, there has been an increase of 63 referrals in the past year. It is recognised that this will impact on resources.</p> <p>Jeanette outlined the recommendations made by the Department of Health,</p>		

5.1	<p>which she had detailed in her written report to the Board together with IMCA Service comments. Details of the recommendations have not been replicated within these minutes, as the paper had been distributed to the Board members.</p> <p>Jeanette recommended that her report be remitted to the QA Sub-Group for further consideration, and that progress should be reported back to the Board.</p> <p>Ruth queried what there is in the way of quality assurance of IMCAs, and Jeanette confirmed that all advocates will have a diploma in advocacy. In addition there will be internal reviews of new case laws, for example.</p> <p>Claire confirmed that she can take the report to the QA Sub-Group, and feedback any progress in relation to the use of IMCAs to the Board in due course.</p> <p>Action: Claire Bearder is to arrange for the report submitted by Jeanette Brown on the use of IMCAs to be considered by the QA Sub-Group at its next meeting, with any progress to be reported back to the Board in due course.</p> <p>Tina stated that, in March, a “Meet your IMCA Team” event had taken place. The majority of attendees were from Health and Adult Social Care, with less interest from other areas even though the information had been sent out to all Board and Sub-Group Members. She added that the feedback received had been very good.</p> <p>Allan thanked Jeanette for her report to the Board, stating he had found it very informative.</p>	Claire Bearder	29.05.14
6.	MASH Overview – Update on First Year of Operation		
6.1	<p>Claire informed that Board that the Multi-Agency Safeguarding Hub (MASH) has been operational since January 2013 for Adults, and since December 2012 for Children. She stated that she would provide an update in relation to the MASH in general and in relation to Adult Social Care’s role, while Helen Chamberlain and Elaine Moss would provide updates in relation to the role of the Police and Health respectively.</p> <p>Claire outlined the report for the NSAB. Details of the report have not been replicated within these minutes, as the paper had been distributed to the Board members.</p> <p>In relation to paragraph 15 of the report and the issues which have previously been highlighted in respect of feedback provided to EMAS, Claire stated that there is a system in place but it has not always been followed. A number of meetings with EMAS have taken place to try to resolve the issues, and improvement has happened, although there is still work to do. Allan queried with Wendy Hazard when the next EMAS report on figures is due, as he would expect to see an improvement in them, and Wendy confirmed she would check.</p> <p>Action: Wendy Hazard is to establish when the next report in relation to EMAS’ figures is due, and bring the report to the next Board meeting, or update the Board if the report has not been published at that stage.</p> <p>In relation to paragraph 19 of the report, and the drop in the number of enquiries being passed for information sharing, Claire stated that work is</p>	Wendy Hazard	10.07.14

<p>6.2</p>	<p>underway to address the issues. She added that she does not believe that a sufficient number of cases are being passed for information sharing.</p> <p>Ruth queried if it is known how many cases are being passed to the Vulnerable Persons Panel if they have been closed within the MASH. The Panel would be able to assist in lower-level cases where there is a potential need for community-based multi-agency services. Claire responded that she did not know, due to the lack of data in recent months, but stated that she suspected it would not be a high number. However, she added that MASH staff are being encouraged to attend Vulnerable Persons Panel events.</p> <p>Tracy then queried whether, in relation to paragraph 10, there would be any guidelines available as to when on-line referral forms for non-urgent enquiries relating to adults should be used. Claire responded that an enquiry would be considered non-urgent if it did not require an immediate response.</p> <p>Julie queried why information sharing is not happening as it should, and Claire responded that there are a number of reasons which include the ability of partner agencies to respond, and capacity and workloads. Julie stated that information sharing does seem to be happening within the children's part of MASH, and Bob queried whether "consent" might be an issue in relation to adults' cases. Elaine stated that there is a MASH Governance Group and an Operational Group which can look at details, and she suggested that the issue around information sharing should be reviewed at those groups, adding that the purpose of the report was to keep the Board updated on the present position.</p> <p>Action: Elaine Moss is to take the issues around the lack of information sharing in relation to adult cases to the Governance Group and the Operational Group within the MASH, and provide an update at the next Board meeting.</p> <p>Elaine then stated that she wanted to take the opportunity of saying "well done" to Health for the work within the MASH.</p> <p>Allan stated that he would like a quarterly update in relation to adults within the MASH. He added that the message to be given to the chairs of both the MASH Operational Group and the MASH Governance group is that the NSAB requires a regular report in relation to performance.</p> <p>Elaine responded that the MASH can be monitored through a quarterly update in relation to performance, but she queried how the priority level in relation to adults can be increased within the MASH. Caroline stated that appropriate resources and attention needs to be given in order to ensure that adults receive same level of priority as children.</p> <p>Elaine noted that there are currently more statutory requirements in relation to children's safeguarding that there are around adults' safeguarding, but added that this will change in due course.</p> <p>Helen then stated that, from the point of view of the Police within the MASH, there is now a full quota of staff. However, she added that notification has been received in respect of a reduction of resources generally for the Police.</p> <p>Helen informed the Board that, within the MASH, information is often requested from the Police retrospectively after a case has been allocated to a team. She added that there are often issues over consent to share information. Helen also stated that, in relation to children, there is good interaction between the MASH and the LADO, but in relation to adult cases there is a need to assure the Board that if referrals are allocated to teams outside the MASH they are being dealt with effectively. Allan stated that the</p>	<p>Elaine Moss</p>	<p>10.07.14</p>
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6.3	<p>Adult Safeguarding Board needs to be assured that the adult element of the MASH is working.</p> <p>Chris Hooper suggested that a letter from Allan to the chairs of the MASH Governance Group and the MASH Operational Group might act to raise the priority level of adults within the MASH. Jon agreed that it was reasonable for Allan to express an opinion to the chairs, but added that he believed Allan required more information regarding the issues such as information sharing initially. Bob agreed with Jon, stating that any letter sent needed to be more than just a request of a higher priority level. Claire suggested that the key people on the Board draft a letter with the necessary detail in for Allan to send, and this was agreed.</p> <p>Action: relevant Board members from Health, Adult Social Care and the Police are to arrange for a letter to be drafted for Allan to send to the chairs of the Operational and Governance Groups within the MASH to raise awareness and priority levels of adults' cases.</p> <p>Helen emphasised that the Board needs to recognise that the issues within the MASH are not due to individuals not trying or working hard, and Allan acknowledged this.</p> <p>Deborah Kitson mentioned that she had watch recent coverage of the Parliamentary Select Committee, and the MASH within Nottinghamshire had been discussed in a "good light".</p>	Caroline Baria/Jon Wilson/ Elaine Moss/ Helen Chamberlain	30.05.14
7.	Draft Policy Review / Making Safeguarding Personal		
7.1	<p>Claire reminded the Board that Nottinghamshire had participated in national research to identify best practice around making safeguarding personal. This has led to a review of the Procedures and Guidance detailing processes following a referral, which is currently out for consultation.</p> <p>The Care Bill will make it a legal requirement for local authorities to "make enquiries", and the Local Government Association and the Association of Directors of Adult Social Services are also moving towards a focus on a person-centred approach to safeguarding.</p> <p>In practice, this will mean safeguarding work is less process driven, and instead will "put the person at the centre of the safeguarding work leading to outcomes that people want", it will consider what the individual wants to manage future risk, there will be a proportionate response, rather than a "one size fits all" response, to allegations of abuse, there will be greater clarity around partner agency roles and responsibilities, there will be better recording of safeguarding work, and the process will be easier to navigate which in turn will make it easier to complete appropriately within timescales.</p> <p>A launch event is scheduled to be held on the morning of Friday 2nd May, which Jon Wilson will open, and Claire asked the NSAB members to apply for places or to forward the invitation to appropriate members of staff. She added that, if there is sufficient interest, an additional event may be planned. In addition, Making Safeguarding Personal will also be the focus of the Partnership Event on Tuesday 20th May.</p> <p>Claire confirmed that she would report back to the Board at the next meeting in relation to the event on 2nd May.</p>	Claire Bearder	10.07.14
Action: Claire Bearder is to provide a report to the Board in respect of the launch event held on the morning of Friday 2nd May 2014.			

8.	Sub Group Updates		
8.1	Training Sub-Group		
	<p>Tina had distributed a report on the Training Quality Assurance Scheme which had taken place across both Nottinghamshire County and Nottingham City Adults' and Children's Safeguarding Boards. Tina confirmed that all single and multi-agency introductory training had been quality assured by Autumn 2013. She outlined the report, details of which have not been replicated within these minutes, as the paper had been distributed to the Board members prior to the meeting.</p> <p>In relation to the Outcomes, Tina stated that in two of the cases of the six reviewed by the County a trainer was so knowledgeable on their subject that their notes did not include evidence of what was covered.</p> <p>Tina reiterated that she wished to extend her thanks to the members of the Training Sub-Group and others who submitted information to the Panels for their support and willingness to be involved.</p> <p>Allan informed Tina that her report was very positive. He acknowledged that times are currently difficult, but added that training remains vital.</p> <p>Helen queried whether, in relation to the Police, there has been any difference with the connection to the Board now that there is a regional workforce team within the Police. Tina stated that she thought there has been a gap, but added that this was not through any fault of the Police representative, Paul Brookes, who now sits on the Training Sub-Group.</p> <p>Bob noted that introductory training in the Police is delivered through a different team now, and Helen confirmed it was managed through the regional teams. However, Tina stated that Paul Brookes does not appear to have information even though he is a member of the regional team. Helen and Tina agreed to speak outside the meeting in this regard.</p>		
8.1.1	<p>Action: Tina Lowe and Helen Chamberlain are to liaise in respect of Police representation at the Training Sub-Group, and Tina will provide an update to the Board at the next meeting.</p> <p>Tina then informed that there is a multi-agency training team which delivers Role of the Referrer training courses. However, two members of the team are having to withdraw, leaving only four plus Tina left. This is leading to a real risk to the delivery of the training, and she queried if the Board could support her in increasing the numbers on the team. Currently, there are representatives from Nottinghamshire County Council's Workforce and Development Team, NAVO and the Police.</p> <p>Claire added that key strategic agencies, such as Health, have no representation on the training team. It was noted that Sherwood Forest Hospitals Trust had provided support until fairly recently, and Elaine suggested that Nottingham University Hospitals Trust could perhaps take over that support going forward.</p> <p>Rob Morris queried if Tina requires permanent membership, and Tina replied that she was ideally, adding that some years ago the training team had eighteen members.</p> <p>Chris Hooper queried how many courses are delivered each year, and Tina</p>	Tina Lowe / Helen Chamberlain	10.07.14

	<p>responded that for 2014/15 there are ten scheduled courses, with two trainers per course required.</p> <p>Tina informed the Board members that all members of the multi-agency training team receive support from her in their role.</p> <p>Rob and Chris both confirmed that they would make enquiries, and liaise with Tina. Tina confirmed she would update the Board at the next meeting.</p> <p>8.1.2 Action: Rob Morris and Chris Hooper are to make enquiries as to availability / capacity of their colleagues to join the multi-agency training team in delivering Role of the Referrer training, and liaise with Tina in this regard.</p> <p>8.1.3 Action: all Board members are to consider if they or their colleagues could join the multi-agency training team, and liaise with Tina if able to.</p> <p>8.1.4 Action: Tina is to update the Board in relation to the membership of the multi-agency training team at the next Board meeting.</p>	<p>Rob Morris / Chris Hooper</p> <p>All</p> <p>Tina Lowe</p>	<p>10.07.14</p> <p>10.07.14</p> <p>10.07.14</p>
<p>8.2</p>	<p>Communications Sub-Group</p>		
	<p>Julie Cuthbert confirmed that the Children’s Safeguarding Board was keen to have a website which is separate from the County Council’s website. The suggestion was to have a “landing page” with separate links to the Children’s and Adults’ Safeguarding Boards.</p> <p>The Children’s Safeguarding Board is definitely going ahead with this, and Julie stated that the NSAB now needs to decide if they are to do the same, or if they are to keep their existing website through the County Council. The Communications Department can cover costs of designing and setting up the website should the decision be made to be separate, although there may be some additional transfer costs which would need to be covered.</p> <p>Helen queried if there would be any assistance with any questions raised, and Julie confirmed that the landing page would have links, for example to details on the MASH. The NSAB page would then have the content which is on its current site.</p> <p>Bob suggested that links to various organisations could be added to the website.</p> <p>Claire stated that there are currently no contact details, but more work needs to be done to engage with people. Mandy added that as Making Safeguarding Personal is high up on the agenda, more engagement is needed.</p> <p>Elaine commented that if the Children’s Safeguarding Board is going to have a separate website it would not feel right if the Adults’ Safeguarding Board does not follow. Jon added that he had not been party to original discussions, but he was not clear on the reasons behind the move away from the County Council website. He stated that there will be a significant amount of work around the Care Bill and the Local Offer, and links will be needed.</p> <p>Julie Cuthbert responded that Chris Few, the chair of the Children’s Safeguarding Board, had suggested the website move originally, due to recent scrutiny. He felt there needed to be some distance and independence, particularly in relation to SCRs for example, from the Local Authority. Rob commented that whether the Board is too close to the Local Authority is a matter of public perception, but it does need to be seen as being independent.</p>		

<p>8.2.1</p>	<p>Allan believed that the NSAB needs its own identity as Adults' Safeguarding Boards become a statutory requirement.</p> <p>The Board agreed to go ahead with a new website in line with the Children's Safeguarding Board.</p> <p>Action: Julie Cuthbert is to progress the website for the NSAB in line with the Children's Safeguarding Board, and update the Board at the next meeting.</p> <p>Julie then informed the Board that a meeting is scheduled in early May to discuss the Elder Abuse Awareness Day, which takes place on 15th June each year. She requested case studies and articles from partner organisations. She also asked that if any organisations have events running, they let her know so that she can become involved. One option for raising awareness is to produce an "awareness card" to distribute, but this would involve production and distribution costs. It may also lead to an increase in the number of referrals.</p> <p>Julie confirmed that she would work with Bob Ross in relation to the safeguarding awareness survey, which is due to go out in the early Summer, and for which she has an action detailed above.</p> <p>Allan thanked Julie for her information.</p>	<p>Julie Cuthbert</p>	<p>10.07.14</p>
<p>8.3</p>	<p>QA Sub-Group</p>		
<p>8.3.1</p>	<p>Claire had arranged for a report to be distributed to the Board prior to the meeting.</p> <p>The updated Terms of Reference have been distributed, and now include specific references to service users.</p> <p>Bob Ross and Nicola Ryan are currently undertaking work to develop a risk register which is due to be presented to the QA Sub-Group. It is anticipated that Claire will be in a position to present a draft of the risk register to the NSAB at the meeting in July.</p> <p>Action: Claire is to present the draft risk register which is currently being developed to the Board at the next meeting in July.</p> <p>In relation to the lack of performance data and analysis, Claire had been tasked by the QA Sub-Group with formally making the Board aware of the Sub-Group's concerns about the potential risks to organisations. She added that work is ongoing, and it is anticipated that data will be available within the next few weeks.</p> <p>Claire then informed the Board that the QA Sub-Group has recommended that the SAAF should be completed annually.</p> <p>She also advised that a revised case audit process has been developed and a number of case audits have now taken place. The focus of the audits is looking at whether cases have been person centred, whether there has been a multi-agency response if appropriate, and whether processes have been followed. Findings are due to be presented and discussed at the next QA Sub-Group meeting, and the aim is to bring findings to the NSAB.</p>	<p>Claire Bearder</p>	<p>10.07.14</p>
<p>8.3.2</p>	<p>Action: Claire is to bring the findings of the new case audit process to</p>	<p>Claire</p>	<p>10.07.14</p>

	<p>the NSAB once they have been presented and discussed at the next QA Sub-Group meeting.</p> <p>Claire stated that there are three recommendations to the Board:</p> <ol style="list-style-type: none"> 1. The Board agrees the revised Terms of Reference – the Board agreed these. 2. The Board recognises the risk presented by the lack of performance data, and considers what actions are required to mitigate – Allan queried if he could be assured that the data would be available for the next Board meeting in July. Jon responded that the data should be available shortly, and the end of year performance returns should be available within the next week or so. Claire added that a consultant is working on the data. 3. The Board agrees that the SAAF will be completed annually – the Board agreed this. <p>Rob asked for further information in relation to the audit process, and suggested people could be pulled in to review cases where there are potential issues. Bob stated that a move to a different process would require the backing of the Board, as the Sub-Group was not keen on pulling people in to review cases. Allan asked Claire to revisit the options with the Sub-Group, and Claire confirmed that she was happy to do this but needed support from the Board as the Sub-Group had stated capacity would be an issue.</p>	<p>Bearder</p>	
8.3.3	<p>Action: Claire is to take back to the QA Sub-Group the instruction of the Board that the QA process must be multi-agency based. Claire is to update on progress at the next Board meeting.</p>	<p>Claire Bearder</p>	10.07.14
8.4	SCR Sub-Group		
8.4.1	<p>Bob informed the Board that the East Midlands Adult Safeguarding Board are holding a further IMR Author Training event on 13th May, for which the NSAB has three allocated place.</p> <p>On 18th March Bob attended a combined Children's and Adults' IMR training day at Duncan Macmillan House which was run by Tina Hymas-Taylor and Val Simnett. Bob asked that Julie Gardner passed on feedback that the event was very useful and well received. Allan added his thanks and asked Julie to pass them on.</p> <p>Action: Julie Gardner is to pass on Allan's thanks and the excellent feedback received in relation to the IMR Training held on 18th March to Tina Hymas-Taylor and Val Simnett.</p> <p>Bob added that the SCR Sub-Group is commissioning a similar event on behalf of the NSAB which will take place on 11th July and which will be opened up to all organisations represented on the Board.</p> <p>Action plans continue to be monitored, with the SCR E11 Action Plan now almost complete.</p> <p>Work with Nottingham City is currently underway to review existing SCR Policy and Procedures.</p> <p>Best Practice guidance is being worked upon in relation to transitions planning further to a number of recent cases considered by the Sub-Group where there have been issues in relation to the transition from Children's to Adults'</p>	<p>Julie Gardner</p>	11.04.14

	Services.		
9.	Any Other Business		
9.1	<p>Allan requested that Anna arrange meetings for him with each of the Sub-Group Chairs.</p> <p>Action: Allan is to provide Anna with his availability for meetings with the Sub-Group chairs.</p>	Allan Breton	30.04.14
9.2	<p>Action: Anna is to arrange meetings for Allan with Amanda Sullivan, Claire Bearder, Julie Cuthbert and Tina Lowe.</p> <p>Julie Gardner asked the Board to note that Nottinghamshire Healthcare Trust is due to receive a full CQC Inspection in August, and that the CQC may contact partner organisations in this regard.</p> <p>Chris Hooper confirmed that John Buckley is now the Chief Fire Officer for Nottinghamshire Fire and Rescue Service.</p> <p>As mentioned at the beginning of the meeting, Allan confirmed that Sally Moorcroft from NAVO is no longer the NSAB representative, and that Tracy Mullaney has taken on the role. He asked that his thanks and those of the Board to Sally for her input be noted.</p> <p>Allan also confirmed that this meeting was the last that Caroline Baria would attend, and that her role would now be taken over by Paul McKay. He asked that the thanks of the Board be noted, and also his personal thanks for her input into the Board and her assistance to Allan.</p> <p>Allan also extended his thanks to all Board members for their input and commitment in what have been difficult times.</p>	Anna Jakeman	30.04.14
10.	Close		
	<p>Allan reminded the Board that the next Partnership Event is due to take place on the morning of Tuesday 20th May 2014.</p> <p>There being no other business, Allan thanked everyone for their attendance and closed the meeting.</p>		
11.	Future Meeting Dates		
	<p><u>Extraordinary Meeting of the NSAB:</u></p> <ul style="list-style-type: none"> • 22nd May 2014 2:00pm to 5:00pm Lawn View House, Sutton in Ashfield <p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> • 10th July 2014 2:00pm to 5:00pm Lawn View House, Sutton in Ashfield • 9th October 2014 2:00pm to 5:00pm 		

	<p>Lawn View House, Sutton in Ashfield</p> <p><u>NSAB Partnership Events:</u></p> <ul style="list-style-type: none">• 20th May 2014 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill• 18th November 2014 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill		
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