



Minutes of the Nottinghamshire Safeguarding Adults Board Meeting

Held on 16th April 2015

*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
16th April 2015**

NAME	ORGANISATION	PRESENT	APOLOGIES
Allan Breeton Chair	Nottinghamshire Safeguarding Adults Board	✓	
Amanda Sullivan Vice Chair	Chief Operating Officer, NHS Newark and Sherwood Clinical Commissioning Group	✓	
Amanda Callow	Deputy Chief Nurse, Newark and Sherwood Clinical Commissioning Group	✓	
Alison Kirk Board Member	Patient Experience Manager, NHS England		✓
Andrew Haynes Board Member	Medical Director, Sherwood Forest Hospitals Trust		✓
Bernadette Carter	Senior Solicitor (Litigation), Nottinghamshire County Council		
Catherine Kelly Board Member	Senior Communications Business Partner, Nottinghamshire County Council		✓
Claire Bearder Board Member	Group Manager, Access and Safeguarding, Nottinghamshire County Council	✓	
Claire Grainger	Chief Executive, Healthwatch Nottinghamshire	✓	
Deborah Kitson	CEO, Ann Craft Trust		✓
Elaine Moss	Director of Quality and Governance, Newark and Sherwood Clinical Commissioning Group	✓	
Emma Darby	Nottinghamshire Fire and Rescue Service	✓	
Helen Chamberlain	Superintendent, Head of Public Protection, Nottinghamshire Police		✓
Helen Scaman	Group Manager, Access and Safeguarding, Nottinghamshire County Council	✓	
Jane Freezer	Safeguarding Lead Nurse, Sherwood Forest Hospital Trust	✓	
Julie Gardner	Associate Director for Safeguarding and Social Care	✓	
Karmon Hawley	Inspection Manager, Adult Social Care Inspection Directorate, Central Region, Care Quality Commission (CQC)		✓

Moira Hardy	Deputy Director of Nursing Midwifery and Quality, Doncaster and Bassetlaw Hospitals NHS Foundation Trust		✓
Nichola Bramhall	Director of Nursing and Quality, Nottingham North and East Clinical Commissioning Group		✓
Nicola Ryan	Head of Assurance/Deputy Nurse, NHS Bassetlaw Clinical Commissioning Group	✓	
Nigel Hill	Head of Nottinghamshire National Probation Service	✓	
Pat Johnson	Safeguarding Adults Professional Lead, Doncaster and Bassetlaw Hospitals NHS Foundation Trust		✓
Paul McKay	Service Director, Access and Public Protection, Nottinghamshire County Council	✓	
Rebecca Stone	Assistant Director of Quality and Patient Safety, Nottingham North and East Clinical Commissioning Group		✓
Rob Morris	Consultant Physician, Nottingham University Hospitals NHS Trust	✓	
Ruth Hyde	Chief Executive, Broxtowe Borough Council	✓	
Sarah Banks	Advanced Legal Practitioner (Adult Social Care) Legal Services, Nottinghamshire County Council	✓	
Steve Edwards	Service Director, Children's Social Care, Nottinghamshire County Council		✓
Tina Hymas-Taylor	Safeguarding Lead, Nottinghamshire Healthcare NHS Trust		✓
Wendy Hazard	Locality Quality Manager, Nottinghamshire North Division, East Midlands Ambulance Service (EMAS)		✓
<u>Deputies</u>			
Lisa Dinsdale	Deputy Director of Nursing and Quality, Vulnerable Adults Team, Sherwood Forest Hospital Trust - (Deputising for Andrew Haynes)	✓	
Cathy Sheehan	East Midlands Ambulance Service, (Deputising for Wendy Hazard)	✓	
Amanda (Mandy) Jones	Adult Safeguarding Lead, NHS Nottingham North and East, Nottingham West and Rushcliffe Clinical Commissioning Groups (Deputising for Rebecca Stone)	✓	
Yvonne Dales	Temporary Detective Chief Inspector, Public Protection, Nottinghamshire Police - (Deputising for Helen Chamberlain)	✓	

**Minutes of the NSAB Meeting
16th April 2015**

	Discussion	Action	Due date
1.	Welcome, Apologies and Introductions		
	The Chair welcomed everyone to the meeting, introductions were made and apologies noted.		
2.	Minutes of the Previous Meeting held on 15th January 2015 and Matters Arising		
	Allan Breeton noted that the minutes from the previous NSAB meeting would be amended prior to publication. <u>Matters Arising</u> <i>Action 2.3 - Elaine Moss to invite new nurse lead to next NSAB Meeting:</i> Elaine Moss provided an update to this action and noted that NHS England is in the process of setting up a new team. A nurse within that team will be appointed as the NSAB member. Allan Breeton suggested that he and Paul McKay draft a letter to the NHS England to ask them to confirm their commitment to and engagement with Board activity and action plans.		
2.1	Action: Allan Breeton and Paul McKay are to draft a letter to NHS England to ask them to confirm their commitment to and engagement with the Board activity and action plans. <i>Action 2.7 - Helen Chamberlain is to update the Board at the next meeting in relation to the Police representation at the Training Sub-Group:</i> Yvonne Dales stated that she was not able to represent the Police on the Training Sub-Group; Sergeant Bridgett Merrett had attended the last meeting on 9 th April 2015 and would continue to attend meetings on a temporary basis until a more permanent representative was allocated to the role. <i>Action 2.8 - Amanda Sullivan is to follow up with NHS England their updates in relation to the SCR F13 Action Plan:</i> It was agreed that this action would be carried forward to the July Meeting.	Allan Breeton / Paul McKay	09.07.2015
2.2	Action: Amanda Sullivan is to follow up any updates to the SCR F13 action plan with NHS England and provide an update to the Board at the next meeting. <i>Action 3 – further information was sought regarding the fire safety checks presentation given at the January NSAB meeting:</i> Information has been received and will be sent out with these minutes.	Amanda Sullivan	09.07.2015
2.3	Action: Rosy Johnson is to circulate the information received regarding fire safety checks with these minutes.	Rosy Johnson	02.07.2015

2.4	<p><i>Action 4.1 – Bob Ross is to circulate a Care Act compliance template to all Board Members:</i></p> <p><i>Action 4.2 – All Board Members are to complete the template and return it to the Safeguarding Adults Strategic Team at the County Council</i></p> <p>These actions will be addressed under item three on the agenda.</p> <p>DASM Posts - Statutory partners confirmed their organisations position:</p> <ul style="list-style-type: none"> • NCC is recruiting to a new DASM position with funding for 1 year • Health and Clinical Commissioning Group (CCG) representatives will be adding this role to their current roles • Yvonne Dales noted that she would be the DASM for the Police <p><i>Action 5 - Paul McKay is to update the Board as required in relation to Care Home Provider Suspensions:</i></p> <p>It was agreed that Paul would provide a report to Rosy Johnson for circulation to NSAB members. Paul stated that the report would not include the exception section; should anyone need to know names of care homes they should contact Paul direct.</p> <p>Action: Paul McKay is to provide a report on Care Home Provider Suspensions to Rosy Johnson for circulation to the Board Members.</p> <p><i>Action 6.1 - Allan Breeton asked that in advance of the April meeting that Catherine Kelly is to arrange a meeting with all Communications Leads from the Police, Local Authority and Health, and noted that he would like to be informed of the date and will attend if able:</i></p> <p>This action will be addressed under item three on the agenda.</p>	Paul McKay / Rosy Johnson	29/04/15
3.	NSAB Update 2015		
3.1	<p><u>Care Act Compliance</u></p> <p>Allan Breeton noted that the NSAB had received responses from partner agencies and a composite report will be completed from the responses in due course.</p> <p>Action: Stuart Sale is to complete and circulate composite report in readiness for the next Board meeting.</p> <p><u>Strategic Plan and Business Plan: Task and Finish Group Arrangements</u></p> <p>A Task and Finish Group will be set up in May 2015. The following members volunteered:</p> <p>Health – Nicola Bramhall Police – Yvonne Dales Social Care – Paul McKay / Claire Bearder. Healthwatch Claire Grainger Borough and District Councils – Ruth Hyde Nottinghamshire Fire and Rescue Service (NFRS) – Emma Darby</p>	Stuart Sale	02.07.2015

3.2	<p>Action: The Task and Finish Group is to meet, agree strategy and report back to the next Board meeting.</p> <p><u>Board Governance</u></p> <p>Further to the Care Act 2014 the NSAB is now a statutory body and correct membership is essential going forward. An email will be sent out asking members to provide the following information: name, job designation; organisation, deputy and admin details.</p>	Task and Finish Group	02.07.15
3.3	<p>Action: All Members are to provide the information requested and note that all correspondence with the NSAB should be via the team email address safeguarding1.adults@nottsc.gov.uk</p> <p>The NSAB's Sub-Groups will be chaired by the following members:</p> <ul style="list-style-type: none"> • Quality Assurance (QA) – Claire Bearder • SAR (formerly the SCR) – Amanda Sullivan • Communications – Catherine Kelly • Training – Allan Breeton was keen that the Training Sub-Group be chaired by the Police. He asked Yvonne to report this back to Helen Chamberlain and inform her that he would contact her shortly to discuss this in detail. 	All	30.04.2015
3.4	<p>Action: Yvonne Dales and Allan Breeton are to liaise with Helen Chamberlain regarding the chairing of the Training Sub-Group. An update is to be provided at the next NSAB Meeting.</p> <p>Ruth Hyde queried whether the Board has a group for collating and monitoring performance information. It was confirmed that the QA Sub-Group covers this.</p> <p>There was a discussion as to whether an Executive Group is necessary for the Board. It was suggested that the Task and Finish Group could consider the necessity of an Executive Group and a review of the Board's terms of reference and constitution should be undertaken as part of the one year plan.</p>	Yvonne Dales/ Allan Breeton	09.07.2015
3.5	<p>Action: The Task and Finish Group is to consider the need for an Executive Group, and review the NSAB's Terms of Reference and Constitution, and provide an update to the Board at the next meeting.</p> <p><u>Promoting the Board</u></p> <p>Allan requested that the Communications Sub-Group creates a presentation promoting the Board's key messages, role and function etc which can be utilised by all NSAB members within their organisations. Board Members should tailor the presentation for delivery to their frontline staff. Allan Breeton requested that each Board Member delivers the presentation to members of their organisation 3 times per year. The numbers of attendees and any feedback received from the presentations should be provided to the Safeguarding Adults Strategic Team at the County Council in order that the information can be included within the SAF and the NSAB'S Annual Report.</p>	Task and Finish Group	09.07.2015
3.6	<p>Action: Catherine Kelly and the Communications Sub-Group are to create a presentation promoting the NSAB's key messages, role, function etc which can be utilised by all Board Members. A draft presentation is to be circulated to the NSAB prior to the next Board meeting.</p>	Catherine Kelly / Comms Sub-Group	02.07.2015

3.7	<p>Allan Breeton informed the Board that he will be meeting with Chris Eyre of the Police, Anthony May of Nottinghamshire County Council, and Health senior partners to ensure connectivity between the 3 statutory bodies; he will report back to the Board.</p> <p>Action: Allan Breeton is to provide an update to the Board with regard to his meetings with Chris Eyre, Anthony May and Health partners about the connectivity between the 3 statutory bodies under the Care Act.</p> <p><u>NCC Functions and Arrangements</u></p> <p>Paul McKay provided the group with an update on the current status of the Strategic Safeguarding Team at Nottinghamshire County Council. Appointing a new Board Manager had not been successful and to help move things forward Stuart Sale has been appointed to the role on a 6 month temporary basis, starting on 1st May 2015. Stuart Sale's role as Quality Assurance Manager will be backfilled on the same 6 month temporary basis and likewise the vacant Training Co-ordinator post.</p> <p>A meeting is being held next week to discuss the County Council's Options for Change proposal of an integrated model for the Children's and Adults' Safeguarding Boards' support function. Paul McKay will update the Board members on progress.</p>	Allan Breeton	09.07.2015
3.8	<p>Action: Paul McKay is to provide an update to the Board at the next meeting with regard to the County Council's proposal for an integrated model for the Children's and Adults' Safeguarding Boards' support function.</p>	Paul McKay	09.07.2015
4.	NHS Trust Development Authority re: Jimmy Savile		
4.1	<p>Julie Gardner provided an update report to the NSAB. She noted that the paper circulated during the meeting was not the most current version of the report; a further Trust-wide action plan has now been produced. Julie Gardner agreed to send the updated report to Rosy Johnson for circulation to Board members.</p> <p>Action: Julie Gardner is to provide a copy of the updated report regarding Jimmy Savile to Rosy Johnson. Rosy is to circulate the report to the Board on receipt.</p> <p>The Board discussed whether other organisations needed to carry out a review of their internal policies and procedures to provide assurance to their own Boards and the NSAB that safeguarding arrangements were in place. It was agreed that Paul McKay and Claire Bearder should meet outside of the meeting to discuss this further.</p>	Julie Gardner / Rosy Johnson	22.04.2015
4.2	<p>Action: Paul McKay and Claire Bearder are to meet to discuss the requirement for organisations to carry out reviews of internal policies and procedures in order that assurance can be provided that safeguarding arrangements are in place. An update is to be provided to the Board at the next meeting.</p> <p>Allan requested that Julie Gardner provide a further update report to the Board in 6 months' time.</p>	Claire Bearder / Paul McKay	09.07.2015

4.3	Action: Julie Gardner is to provide an update report to the Board for the October meeting.	Julie Gardner	01.10.2015
5.	Independent Healthcare Provider A		
	<p>Paul McKay fed back from a meeting held on 24th March 2015 at the Health Provider A in Newark following a report provided to the NSAB by the QA Sub-Group. This report suggested a consistent and disproportionate rise in alerts in the Newark and Sherwood district as a result of increased reporting from Independent Health Provider A. There had been an increase from 17 alerts in quarter 2 of 2013/14 to 76 alerts in quarter 4 of 2013/14. Subsequent to the meeting, an action plan was drawn up, and this was discussed by the Board.</p> <p>Board Members believed that responsibility lay with NHS England for many of the actions on the plan. However, Board Members did agree to provide information and / or services, charged for where appropriate, if approached to do so.</p> <p>It was also agreed that the MASH needs to keep a close eye on the referrals received from Independent Health Provider A and the information contained within those referrals.</p> <p>Allan Breeton proposed that, as Chair, he contact NHS England in order to outline what is happening at Independent Health Provider A, despite the reassurances being received from NHS England. He will outline the findings from the meeting held in March and the subsequent Board discussions which took place at this meeting, request evidence that the unit is a safe place, and ask if appropriate action has taken place. Paul McKay suggested that he would also like to take a similar approach with other health providers.</p> <p>It was noted that the CQC is already involved, and it was agreed that there is a need to see the data and outcomes from recent activity before other areas would be considered. It was also agreed that the issues around Independent Health Provider A need to be included on the risk register which is managed by the QA Sub-Group.</p> <p>Following this, a discussion took place regarding inappropriate and alternative placements, clinical responsibility, current safety of patients and risk responsibility. The role of the NSAB in driving the issues forward was discussed and agreement reached that the NSAB was responsible for seeking assurance from Independent Health Provider A, NHS England and the Care Quality Commission that measures are in place and the residents of the unit are safe.</p>		
5.1	Action: Allan Breeton and Paul McKay are to meet to discuss the escalation process should the Board not receive necessary assurance in relation to safeguarding at Independent Health Provider A and other independent health providers, and provide an update at the next Board meeting.	Allan Breeton / Paul McKay	09.07.2015
5.2	Action: Allan Breeton is to contact NHS England to discuss Independent Health Provider A and the findings from the meeting held in March and the subsequent Board discussions which took place at this meeting, and to request evidence that the unit is a safe place and ask if appropriate action has taken place, and provide an update at the next Board meeting.	Allan Breeton	09.07.2015

5.3		Claire Bearder	09.07.2015
5.4	<p>Action: Claire Bearder is to contact the MASH to advise that it needs to keep a close eye on the referrals received from Independent Health Provider, and request the data relating to those referrals, and provide an update at the next Board meeting.</p> <p>Action: Claire Bearder is to add “Independent Hospitals / Units” to the Risk Register.</p>	Claire Bearder	09.07.2015
6.	Modern Slavery		
6.1	<p>DCI Austin Fuller, Nottinghamshire Police, joined the meeting to give a presentation to the Board on Modern Slavery. A briefing document was circulated and he stated that he also had a slide presentation which could be circulated with the minutes.</p> <p>Action: DCI Austin Fuller is to provide a copy of the presentation to Rosy Johnson for circulating with these minutes of the meeting.</p> <p>Following the briefing Allan Breeton suggested that this topic should be on the agenda for a Partnership Board event.</p>	DCI Austin Fuller / Rosy Johnson	02.07.2015
6.2	<p>Action: Rosy Johnson is to include “Modern Slavery” for a future Partnership Event and ensure relevant partners are invited to attend / present. It was suggested that it should be scheduled for the event on 24th November 2015</p>	Rosy Johnson	17.11.2015
7.	Sub-Group Updates		
7.1	Communications Sub-Group		
	In Catherine Kelly’s absence there was no update from the Communications Sub-Group.		
7.2	Training Sub-Group		
	<p>Helen Scaman provided an update on behalf of the Training Sub-Group and noted that Tina Lowe had provided a report for this meeting which had been circulated with the meeting papers.</p> <p>A meeting had been held during the week commencing 6th April 2015 and the following had been discussed as priorities for the Sub-Group:</p> <ul style="list-style-type: none"> • Key Themes for Training • Key Messages from the Board <p>The group agreed that the key messages of the NSAB would be included as suggested training material for member organisations. Helen Scaman suggested this would be linked to the action for the Communications Sub-Group</p>		

	<p>The focus of the next meeting would be linked into the NSAB Business Plan.</p> <p>On behalf of two of the Sub-Group members, Helen fed back the interesting discussion which had taken place regarding DBS training, and noted that high profile had been given to referral responsibilities, with the emphasis on the 'duty to refer'. It was agreed by the Training Sub-Group that this would be looked at for possible inclusion in the future training model.</p>		
7.2.1	<p>Action: The Training Sub-Group is to focus on its role in taking forward the work of the Board in relation to training. Helen Scaman is to ensure that this is added to the agenda for the next Training Sub-Group meeting.</p>	Helen Scaman / Training Sub-Group	04.06.2015
7.3	<p>Quality Assurance Sub-Group</p>		
	<p>Helen Scaman provided an update from the Sub-Group which had been circulated prior to the meeting. The Sub-Group had not met since the last NSAB meeting although virtual correspondence and actions had taken place.</p> <p>The Referrer Guidance and Referrer Procedures have been updated to comply with the Care Act 2014. The Board was asked to endorse these, and the updates were agreed.</p> <p>The next meeting of the Sub-Group is scheduled to take place on 2nd June 2015 and the focus of the meeting will be on prevention and agreeing the areas of data in relation to prevention and assurance as NSAB-agreed priorities.</p> <p><u>Risk Register</u></p> <p>Helen Scaman noted that no requests had been received from partner agencies since the last QA Sub-Group meeting for risks to be added to the Register. She stated that agency members need to use their professional judgement to identify risks, e.g. local hospitals in special measures. Any identified risks should be sent to safeguarding1.adults@nottsc.gov.uk</p>		
7.3.1	<p>Action: Board Members are to identify any risks and send them by email to safeguarding1.adults@nottsc.gov.uk for inclusion on the Risk Register.</p>	All	Ongoing
7.3.2	<p>Action: the QA Sub-Group is to continue to provide an update to the Board as appropriate on the Risk Register.</p>	Claire Bearder / QA Sub-Group	Ongoing
7.4	<p>SCR/SAR Sub-Group</p>		
	<p>Amanda Sullivan provided an update from the SCR Sub-Group, a copy of which had been circulated to the Board prior to the meeting.</p> <p><u>SCR F13</u></p> <p>Two letters had been received from the parents of F13. One letter followed the Coroner's Inquest, and the other requested advice on how to pursue further investigations in the case. The Sub-Group had discussed possible responses to the two letters. However, the Group concluded that it was not in a position to</p>		

<p>7.4.1</p> <p>7.4.2</p>	<p>take this forward and would seek the opinion of the NSAB. Tina Hymas-Taylor suggested that Allan Breeton could contact the family and offer to meet.</p> <p>Allan Breeton suggested he and Amanda Sullivan could take this forward together. This was agreed by the Board.</p> <p>Action: Allan Breeton is to contact F13's family and provide an update to the Board at the next meeting.</p> <p>Amanda Sullivan confirmed a response had been received from the Nursing and Midwifery Council confirming that no further action would be taken in relation to Mr W.</p> <p><u>SAR G15</u></p> <p>Amanda Sullivan stated that the Sub-Group had considered the JS case which was referred by Nottinghamshire Healthcare NHS Trust. The Sub-Group had considered the information provided from agencies in relation to JS and it became evident that it would be more appropriate to request a review that would look at both Mr and Mrs G15.</p> <p>Both Mr G and Mrs G had been in receipt of health and social care services, with involvement from the Police, the NFRS and EMAS. There were a number of interconnections between Mr G and Mrs G which included domestic violence towards each other and capacity issues. The Sub-Group concluded that a review would provide learning for multi-agency partners and individuals.</p> <p>The NSAB chair has agreed to the request and actions will now be taken to take this forward. Under the new procedures, it is likely that a Significant Incident Learning Process (SILP) will be commissioned.</p> <p>Action: The SAR Sub-Group is to provide an update to the Board at the next meeting in relation to progress on SAR G15.</p> <p><u>Change of Name</u></p> <p>With immediate effect, this Sub-Group will be called the Safeguarding Adults Review (SAR) Sub-Group in compliance with the requirements of the Care Act 2014.</p>	<p>Allan Breeton</p> <p>Amanda Sullivan / SCR/SAR Sub-Group</p>	<p>30.04.2015</p> <p>09.07.2015</p>
<p>8.</p>	<p>Any Other Business</p>		
	<p>The Board was informed that Jon Wilson is leaving Nottinghamshire County Council. David Pearson will be returning to the NSAB as the senior Nottinghamshire County Council ASCH&PP representative.</p> <p>Some further information was related by Paul McKay following his report at the Board Meeting on 15th January:</p> <ul style="list-style-type: none"> • 12 Care Homes have had their contracts suspended • 2 Care Home Agencies have had their contracts suspended • Awareness raising re: legal highs – inadequate laws in place • A scamming group has been found guilty and members are awaiting sentencing 		

8.1	<p>It was confirmed that the theme for the Partnership event on 19th May 2015 will be 'Vulnerable People'.</p> <p>Emma Darby informed the Board that a Hoarding Pathway Workshop, which links into the Fire Safety Pilot, will be taking place on 30th April 2015. Correspondence has already been sent out, and the Board will be updated as appropriate.</p> <p>Action: Emma Darby is to provide an update to the Board at the next meeting in relation to the Hoarding Pathway Workshop which took place on 30th April 2015.</p>	Emma Darby	09.07.2015
9.	Future Meeting Dates		
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> • 9th July 2015 2:00pm to 5:00pm Lawn View House, Sutton in Ashfield, NG17 5GA • 8th October 2015 2:00pm to 5:00pm Lawn View House, Sutton in Ashfield, NG17 5GA <p><u>NSAB Partnership Events:</u></p> <ul style="list-style-type: none"> • 19th May 2015 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill • 24th November 2015 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill 		