



Minutes of the Nottinghamshire Safeguarding Adults Board Meeting

Held on 14th July 2016

***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
14th July 2016**

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Allan Breeton Chair	Independent Chair, Nottinghamshire Safeguarding Adults Board	√		
Amanda Sullivan Vice Chair	Chief Operating Officer, Newark and Sherwood Clinical Commissioning Group	√		
Amanda Marsden Deputy for Richard Cropley	Adult Safeguarding Lead, Persons at Risk Team, Nottinghamshire Fire and Rescue Service	√		
Bernadette Carter Associate Board Member	Senior Solicitor (Litigation), Safeguarding and Social Care, Legal Services, Nottinghamshire County Council		√	
Caroline Baria Board Member	Service Director for Strategic Commissioning, Access and Safeguarding, Nottinghamshire County Council	√		
Caroline Jones Board Member	Interim Head of Safeguarding, Sherwood Forest Hospitals NHS Foundation Trust	√		
Claire Bearder Board Member	Group Manager, Access and Safeguarding, Nottinghamshire County Council	√		
David Pearson Board Member	Corporate Director, Adult Social Care, Health and Public Protection, Nottinghamshire County Council		√	
Deborah Kitson Associate Member	Chief Executive Officer, Ann Craft Trust		√	
Denise Nightingale Board Member	Chief Nurse and Executive Lead for Quality and Safety, NHS Bassetlaw Clinical Commissioning Group		√	
Elaine Moss Board Member	Director of Quality and Governance, Newark and Sherwood Clinical Commissioning Group	√		
Elizabeth Boyle Deputy for Moira Hardy	Doncaster and Bassetlaw Hospitals NHS Foundation Trust	√		
James Shutt Associate Board Member	POhWER	√		
Julie Cuthbert Associate Board Member	Senior Communications Business Partner, Nottinghamshire County Council		√	

Julie Gardner Board Member	Associate Director, Safeguarding and Social Care, Nottinghamshire Healthcare NHS Trust	√		
Karmon Hawley Board Member	Inspection Manager, Adult Social Care Inspection Directorate, Care Quality Commission		√	
Leigh Sanders Deputy for Robert Griffin	Detective Chief Inspector, Nottinghamshire Police	√		
Moira Hardy Board Member	Deputy Director of Nursing, Midwifery and Quality, Doncaster & Bassetlaw Hospitals NHS Foundation Trust		√	
Nichola Bramhall Deputy Board Member	Director of Nursing and Quality, Nottingham North and East, Nottingham West and Rushcliffe Clinical Commissioning Groups		√	
Nicola Ryan Board Member	Deputy Chief Nurse, NHS Bassetlaw Clinical Commissioning Group		√	
Nigel Hill Board Member	Head of Nottinghamshire National Probation Service	√		
Richard Cropley Board Member	Persons at Risk Team Manager, Nottinghamshire Fire and Rescue Service		√	
Robert Griffin Board Member	Detective Superintendent, Nottinghamshire Police		√	
Rob Morris (Dr) Board Member	Consultant Physician, Nottingham University Hospitals NHS Trust	√		
Ruth Hyde Board Member	Chief Executive Officer, 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		√	
Stuart Sale Board Member	Nottinghamshire Safeguarding Adults Board Manager, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Sue Matthews Associate Member	Crown Advocate, Crown Prosecution Service		√	

Suzanne Banks Board Member	Interim Chief Nurse, Sherwood Forest Hospitals NHS Foundation Trust		√	
Wendy Hazard Board Member	Locality Quality Manager – Nottinghamshire, North Division East Midlands Ambulance Service	√		
Anna Jakeman Minute Taker	Nottinghamshire Safeguarding Adults Board Officer, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Sue Batty Guest	Service Director for Mid-Nottinghamshire, Nottinghamshire County Council	√		
Yvonne Dales Guest	Detective Inspector, Nottinghamshire Police	√		
Louise Gorman Guest	Detective Constable, Nottinghamshire Police	√		

**Minutes of the NSAB Meeting
14th July 2016**

Agenda Item	Discussion	Action by	By date
1.	Welcome, Introductions and Apologies		
	Allan Breeton welcomed all to the meeting, apologies were given as detailed above, and introductions were made.		
2.	Minutes of the Board Meeting held on 14th January 2016		
	<p><u>Points of Accuracy</u></p> <p>There were no points of accuracy raised, and the minutes were agreed to be a true and accurate record of the meeting.</p> <p><u>Matters Arising</u></p> <p>The actions from the meeting held in January are detailed on the attached Action Log.</p>		
3.	Review of Revision of the Safeguarding Adults' Quality Assurance Framework		
3.1	<p>Caroline Baria reported to the Board on a piece of work which has been commissioned by Adult Social Care and Health to quality assure the safeguarding adults' process in the Local Authority. Commencement is anticipated within the next couple of months. Caroline's report had been distributed prior to the meeting, and is not therefore detailed within these minutes.</p> <p>Julie Gardner queried with Caroline whether the review would consider section 42 enquiries by partner agencies. Caroline confirmed that it would not, as the review has been commissioned by Nottinghamshire County Council, rather than as a multi-agency review on behalf of the Board, and will be focussing on social work practices within the Adult Social Care department. However, feedback regarding the County Council's processes and any learning will be shared with partners.</p> <p>James Shutt informed Caroline that POhWER would be willing to contribute if that would be useful. Caroline thanked James, and confirmed that she would advise the consultants to liaise with POhWER regarding the use of advocacy.</p> <p>Allan stated that the County Council was undertaking a good piece of work. He queried whether, if something was raised which involved another agency, it would be left until the end of the process to share any information. Caroline responded that it would be very appreciated if agencies were open to dialogue with the consultant during the process for such information sharing.</p> <p>Caroline confirmed she would provide an update on the review at future Board meetings.</p>	Caroline Baria	13.10.16
	Action: Caroline Baria is to update the Board on the progress of the Review of the Revision of the Safeguarding Adults' Quality Assurance Framework at future Board meetings.		

4.	Mid-Nottinghamshire CCGs' Response to the Independent Review of Deaths at Southern Health NHS Foundation Trust		
4.1	<p>Elaine Moss presented a paper in response to Action 5.1 of the minutes of the previous meeting. The paper had been distributed prior to the meeting, and is not therefore detailed within these minutes. Elaine confirmed that the paper is the response from the Mansfield and Ashfield and the Newark and Sherwood CCGs. Other CCGs have also been involved, but the paper has not yet been through their governance groups for sign off. It has been discussed at the Health Commissioners Safeguarding Committee and no issues were raised.</p> <p>Elaine confirmed that the paper provides the Board with an update as to the CCGs' current position, but work is ongoing.</p> <p>Allan queried whether the issues raised in the review into Southern Health need to be on Nottinghamshire's Risk Register. Elaine responded that she did not feel it was necessary at the moment, given the update provided, but work is ongoing and the situation would continue to be under review.</p> <p>Allan asked Elaine and Amanda Sullivan to keep the Board informed of any issues and updates.</p> <p>Action: Elaine Moss and Amanda Sullivan are to keep the Board updated and informed of any issues in relation to the Review of Deaths at Southern Health NHS Foundation Trust.</p>	Elaine Moss / Amanda Sullivan	Ongoing
5.	Deprivation of Liberty Safeguards Progress Report		
	<p>Allan welcomed Sue Batty to the meeting. Sue had been invited to attend to provide assurance to the Board on the work being undertaken to respond to the significant increase in the number of referrals for Best Interest Assessments under Deprivation of Liberty Safeguards, as it is an issue which is graded as high risk on the Board's Risk Register.</p> <p>Sue presented a report which had been distributed prior to the meeting, and is not therefore detailed in these minutes. Sue did confirm that the issue is also on the County Council's risk register and it is subject to stringent governance and reporting.</p> <p>Rob Morris noted that, from Nottingham University Hospitals' perspective, the situation has improved. Sue confirmed that more assessments are being completed each month, and it is hoped that the plans in place will enable significant inroads in the number of referrals and assessments by the end of the year.</p> <p>Sue informed the Board that the Council's predictions regarding the numbers of referrals expected were proving accurate, but from the "worst case" point of view, not the best. Caroline Jones noted that, even if the Council has increased its capacity to deal with the number of referrals and assessments, if the numbers continue to rise then there is still a potential risk. Elaine also felt that the issue should remain on the Board's Risk Register for the current time, and this was agreed by the Board.</p> <p>Julie Gardner queried what learning there had been from the increased assessment and how the Board could be kept informed. Sue responded that she would be happy to work with partners on learning points, and Caroline Jones suggested a working group of key players, which she would be happy to be a part of. Sue and Claire Bearder agreed to discuss this option and</p>		

	<p>take it forward as deemed appropriate. Sue also offered to write a report to outline the issues and recommendations which could be shared with partners, and this was agreed by the Board.</p> <p>Allan requested that a quarterly report was provided to the Board to provide an update on progress.</p>		
5.1	<p>Action: Sue Batty is to write a report to outline the issues and recommendations in relation to DoLS assessments for sharing with partner agencies.</p>	Sue Batty	31.08.16
5.2	<p>Action: Sue Batty and Claire Bearder are to discuss the option of a working group and take the suggestion forward as appropriate, and update the Board at the next meeting in October.</p>	Sue Batty / Claire Bearder	13.10.16
5.3	<p>Action: Sue Batty is to write a quarterly report for presentation to the Board to provide an update on progress.</p> <p>Allan thanked Sue for attending the meeting and providing the requested update to the Board.</p>	Sue Batty	06.10.16 and ongoing
6.	Sub-Group Updates		
6.1	Learning and Development Sub-Group Update		
6.1.1	<p>Allan reminded the Board that Tina Lowe, Chair of the Sub-Group and Training Co-ordinator for Safeguarding Adults at the County Council, had retired some time ago and due to issues in appointing a new Chair Stuart Sale had been acting as Interim Chair. However, Ruth Hyde has now volunteered to take on the role going forward, and Allan thanked Ruth for this. He confirmed that Ruth would have the full support of the Safeguarding Adults Strategic Team.</p> <p>Stuart presented a report which had been distributed prior to the meeting, and is not therefore detailed in these minutes.</p> <p>The report recommended that the Board noted the contents and the ongoing work of the Learning and Development Sub-Group, and this was agreed by the Board. No questions were raised in respect of the information provided.</p> <p>Allan then informed the Board that the Derbyshire Safeguarding Adults Board has developed a free safeguarding app. Stuart added that he has been in contact with Derbyshire with regard to utilising the contents and just amending it to reflect Nottinghamshire's details. He confirmed he would update the Board on any progress.</p>	Stuart Sale	13.10.16
6.2	Safeguarding Adults Reviews Sub-Group Update		
	<p>Amanda Sullivan presented the update report for the Safeguarding Adults Reviews (SAR) Sub-Group, a copy of which had been distributed prior to the meeting and is not therefore detailed in these minutes.</p>		

	<p>In relation to SAR G15, Amanda added to the information in the report that the process had been found to be much quicker than that of traditional serious case reviews.</p> <p>In relation to City SAR, Stuart Sale added to the information in the report that a new timeline has now been received, and the final Overview Report should be presented at the October Board meeting.</p> <p>Amanda also confirmed to the Board that the SAR Sub-Group receives good engagement from all agencies.</p> <p>The report recommended that the Board noted the contents and the ongoing work of the SAR Sub-Group, and this was agreed by the Board. No questions were raised in respect of the information provided.</p>		
6.3	Quality Assurance Sub-Group		
6.3.1	<p>Claire Bearder presented the update report and associated data for the Quality Assurance (QA) Sub-Group, a copy of which had been distributed prior to the meeting and is not therefore detailed in these minutes.</p> <p>In relation to the data around the top five referrer organisations, Caroline Baria queried if it might be helpful to break down and separate the data in relation to the independent hospitals and care homes so work with them can be more targeted. Stuart responded that it may be possible to do manually, and Claire confirmed she would take this away to look at.</p> <p>Action: Claire Bearder is to ask John Dowson in the Safeguarding Adults Strategic Team to look at whether it is possible to breakdown the data in relation to independent hospitals and care homes when considering the top 5 referrer organisations, and an update is to be provided to the Board at the next meeting as part of the QA Sub-Group report.</p> <p>There were three recommendations in the report:</p> <ol style="list-style-type: none"> 1. To approve the following performance data targets: <ul style="list-style-type: none"> • Percentage of referrals that led to a section 42 enquiry – 55% • Percentage of adults at risk asked for their desired outcome – 75% • Percentage of adults subjected to more than one section 42 enquiry in a 12 month period – 14% 2. To approve the next priority for supporting an independent provider to reduce the amount of its referrals that do not lead to section 42 enquiries 3. To approve the use of the Self-Assessment and Assurance Framework (SAAF) <p>In relation to the first recommendation regarding the suggested targets for data, Rob Morris queried whether they were being set to be achievable or to drive improvement. Claire responded that the target of 14% for the “percentage of adults subjected to more than one section 42 enquiry in a 12 month period” is right, as progress is happening. However, a target of 75% for the “percentage of adults at risk (or their representative) asked for their desired outcome” is debateable. There was a long discussion at the County Council’s Performance Board, with the general feeling being that it was a big cultural change and 75% was reasonable. Allan commented that Nottinghamshire is a pilot area for “Making Safeguarding Personal”, and it is also one of the key priorities for the Board, and he therefore felt the target should be stretched to more than 75% over a period of time leading to March</p>	Claire Bearder / QA Sub-Group	06.10.16

7.1	<p>Action: Elaine Moss is to provide updated wording for risk 2 on the Risk Register when she has received a response from NHS England.</p> <p>Caroline Jones stated that, in previous areas where she has worked, independent hospitals have been asked to complete the SAAF to provide assurance. It was agreed that Claire Bearder and Stuart Sale would discuss this away from the meeting.</p>	Elaine Moss	31.08.16
7.2	<p>Action: Claire Bearder and Stuart Sale are to consider whether independent hospitals should be asked to complete the SAAF, and provide an update to the Board in October.</p> <p><u>Risk 5</u></p> <p>Elaine stated that she is due to meet with health commissioning leads and feed back to the Board, but the meeting has not yet taken place. She added that the biggest risk is the fact that the impact is not known. Julie Gardner added that it had been agreed that the County would mirror the City, which is currently looking at significant issues. There is a daily demand / bed management meeting and Malcolm Dillon from the City's Board is now awaiting a partnership response. Amanda Sullivan stated that, in terms of bed capacity, there needs to be a joint piece of work between the CCGs, Nottinghamshire Healthcare Trust and NHS England Specialised Commissioning. Allan confirmed that he felt it should be on the Risk Register, with a current risk of "red". Elaine Moss confirmed that she would be the lead and would provide wording to populate the register.</p>	Claire Bearder / Stuart Sale	13.10.16
7.3	<p>Action: Elaine Moss is to provide wording for Risk 5 on the Risk Register.</p>	Elaine Moss	31.08.16
7.4	<p>Action: Anna Jakeman is to update the rating and details of the risk owner for risk 5 on the Risk Register.</p>	Anna Jakeman	31.07.16
8.	Prosecutions Under the Mental Capacity Act		
	<p>DI Yvonne Dales and DC Louise Gorman presented to the Board on a recent case involving individuals who were prosecuted for actions against residents of a care home. A copy of the presentation was distributed to Board members after the meeting, and is not therefore detailed within these minutes.</p> <p>Following the presentation, Yvonne confirmed that a person is assumed to have capacity unless it is proven otherwise, and capacity can fluctuate. In the case in question, the footage obtained enabled prosecution and conviction. She also stated that there are two new offences which have been created under the Criminal Justice and Court Services Act 2015, details of which she would provide in order that they could be circulated with the presentation after the meeting.</p> <p>Ruth Hyde queried the use of CCTV, and Yvonne confirmed that the Police are not able to install covert cameras. However, the Police are also unable to prevent family from doing so, and if there is sufficient intelligence footage from these can be utilised. Leigh Sanders added that there are a number of considerations and processes to take into account, but footage can be used in some circumstances.</p> <p>Elizabeth Boyle queried whether a provider could be prosecuted for institutional abuse, rather than an individual as in the case in question. Yvonne confirmed that it would have to be proved that a carer "wilfully"</p>		

	<p>neglected someone. It must be “deliberate” or “reckless” as defined by the Cruelty Act of the 1930s.</p> <p>Elaine Moss felt that it would be very valuable if the presentation could be delivered to a wider audience, and Yvonne confirmed she would be happy to be contacted after the meeting, and asked that her details be circulated with the presentation.</p>		
8.1	<p>Action: Yvonne Dales is to provide Anna Jakeman with details of the Criminal Justice and Court Services Act 2015.</p>	Yvonne Dales	31.07.16
8.2	<p>Action: Anna Jakeman is to circulate the presentation together with Yvonne Dales’ details and the information regarding the Criminal Justice and Court Services Act to Board members.</p> <p>Allan thanked Yvonne and Louise for attending and giving the presentation. He added that it would be useful for the Board to be kept informed of other cases and numbers of prosecutions going forward.</p>	Anna Jakeman	31.07.16
9.	Goddard and Local Inquiries		
9.1	<p>Elaine Moss presented an update report on the progress of the Strategic Management Group for Operation Equinox, a copy of which had been distributed prior to the meeting and is not therefore detailed in these minutes.</p> <p>Elaine confirmed that both Nottinghamshire County and Nottingham City have been identified as areas for case studies by Goddard, and this was a piece of work which is likely to be in place for a considerable time.</p> <p>Leigh Sanders commented that it is having an effect on resources for all agencies involved, noting in particular that this was especially true for the Police due to ongoing and new investigations.</p> <p>Julie Gardner commented that the work needs to ensure that it is not only considering what has happened in the past, but also consider what is happening now and what is currently in place.</p> <p>Allan queried if the Board was assured that there was a robust structure in place. Elaine confirmed that there is robust governance but it is not running completely smoothly, particularly for victims. However, she added that there is good multi-agency engagement.</p> <p>Ruth Hyde noted that there is a lot of support in place for victims, but queried what support was in place for practitioners who are involved in the process. Caroline Jones confirmed that this query had been raised recently at an event and the feedback was that employees should be utilising internal resources, such as counselling and occupational health. However, it was not clear if there were resources in place for ex-employees. Elaine confirmed she would take this issue back to the Strategic Management Group.</p> <p>Action: Elaine Moss is to raise the question with the Strategic Management Group as to what support and resources are in place for practitioners as well as victims going through the processes involved in the Inquiries, and provide an update at the next Board meeting in October.</p>	Elaine Moss	13.10.16

10.	Chair's Report		
10.1	<p><u>Trainers' Forum and Referral and Learning Pathways Launch Events</u></p> <p>Stuart Sale informed the Board that an email would be sent out imminently regarding two events taking place on 14th September. The morning event will be the first meeting of the new Trainers' Forum. The afternoon event will see the launch of the new Referral and Learning Pathways documents, and Dr Adi Cooper will be the guest speaker. Stuart asked that Board members share the information with colleagues when received.</p> <p>Action: Board members are to share the information regarding the Trainers' Forum and Referral and Learning Pathways Launch Event with colleagues and encourage participation.</p> <p><u>Regional Safeguarding Board Update</u></p> <p>Allan informed the Board that the Regional Safeguarding Board has now changed its name and is now called the Regional Safeguarding Network. At the meeting held on 11th July it was noted that no other Board publishes its minutes.</p> <p>Allan also informed the Board that the Leicestershire Coroner has recently issued a Section 28 Notice in relation to a case involving the death of an individual in a fire. The individual had been using E45 cream and this was believed to have accelerated the fire. Amanda Marsden informed the Board that the Nottinghamshire Fire and Rescue Service has recently worked with Health regarding this type of case and guidance has been issued. There are also leaflets and posters which can be sent out, and Amanda invited people to contact her if they wish to receive them. This type of product is not a cause of fire, but can be an accelerant, and any service users known to be using these products should be referred for a fire assessment.</p> <p><u>Safeguarding Adults Strategic Team Update</u></p> <p>Stuart informed the Board that two Development Officers, John Dowson and Paul Hughes, have now been appointed, and the aim is that the team will be able to support partners more efficiently and effectively. John and Paul are likely to start contacting partner agencies in order to arrange meetings and introduce themselves.</p>	All	31.07.16
11.	Organisational Updates		
11.1	<p>Wendy Hazard informed the Board that there was a CQC inspection of East Midlands Ambulance Service in late 2015. Overall, improvement is required, but it was noted that staff are passionate about what they do. Two particular areas of improvement are needed in terms of safeguarding – DBS checks and training. Wendy confirmed she would provide a further update on progress at the October Board meeting.</p> <p>Action: Wendy Hazard is to provide an update to the Board in October as to progress within East Midlands Ambulance Service in relation to the areas of improvement in relation to safeguarding required further to the CQC inspection.</p> <p>Ruth Hyde confirmed that she is the Hate Crime Officer for Nottinghamshire. She added that figures following the EU Referendum are being analysed. Although it is still early days, there is evidence that there has been an</p>	Wendy Hazard	13.10.16

	<p>increase in the number of hate crime incidents.</p> <p>Caroline Jones informed the Board that the Elder Abuse Awareness Day at Kings Mill Hospital had good attendance. Bespoke training is now being developed as a result of feedback.</p> <p>Amanda Marsden stated that e-learning for Nottinghamshire Fire and Rescue Service is being developed, which may also be useful for the Police and EMAS as it will cross both children's and adults' safeguarding.</p>		
12.	Any Other Business		
	<p>Allan informed the Board that Counsellor Muriel Weisz was currently in hospital following an accident, and on behalf of the Board he wished her a speedy recovery.</p> <p>No further business was raised at the meeting.</p>		
13.	Close		
	<p>There being no further business, Allan thanked the Board members for their attendance and input and closed the meeting.</p>		
14.	Future Meeting Dates		
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> • 13th October 2016 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD • 12th January 2016 – Development Day 9:00am to 4:00pm (to be finalised) The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG • 20th April 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD • 13th July 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD • 12th October 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD <p><u>NSAB Partnership Events:</u></p> <ul style="list-style-type: none"> • 22nd November 2016 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, NG22 9DG 		

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| | <ul style="list-style-type: none">• 23rd May 2017
9:00am (for a 9:30am start) to 12:30pm
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG• 21st November 2017
9:00am (for a 9:30am start) to 12:30pm
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG |
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